



~ A unique opportunity to help shape the future of private sector conservation in Australia ~

Ecologist Guide

6 month contract (with the possibility of an extension)

One of the most exciting and rewarding event roles in Australia! This is a rare opportunity to use your outstanding communication and science skills as part of a team protecting the spectacular Australian landscape and its threatened wildlife. **If you are a skilled communicator, love camping and have a passion for Australia's wildlife and wild places, then read on.**

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner/manager of land for conservation in Australia, protecting 6.5 million hectares in some of the most remote and spectacular regions of the country. **We are seeking an exceptional, highly motivated, engaging and professional Ecologist Guide to join our ecology guiding team in the delivery of outstanding visitor experiences.**

Reporting to the Events Project Manager, as well as working collaboratively with other teams, you will ensure the science-based conservation programs delivered by AWC is effectively communicated to the public and AWC supporters.

To succeed in this role, you will require:

- A passion for conservation of Australia's wildlife and its habitats.
- A highly engaging, friendly, intelligent and confident personality.
- Outstanding communication skills - the ability to clearly convey AWC's mission and inspire support for that mission amongst a wide variety of stakeholders.
- Exceptional interpersonal skills including a demonstrated ability to:
 - Work effectively as part of a small team or, as required, independently;
 - Engage with high net worth individuals, the general public and/or government officials; and
 - Support other staff in the delivery of events.
- Demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
- A strong work ethic including a willingness to work long hours and weekends as required.
- An ability to work under pressure and a willingness to adapt.
- A good level of fitness. The role involves physical activities including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically capable of performing these activities.

Working Environment:

- Flexibility in hours of work is required to meet operational requirements of the role.
- Basic accommodation (predominantly on an AWC sanctuary) for most of the year.
- Regular travel and stays of various lengths at AWC sanctuaries (and sometimes regional cities) are required for much of the year.
- A willingness to work and live in a remote location.
- The ability to work and live in extreme weather conditions (hot and wet and/or dry).

Licenses and Certificates:

- A degree in ecology (or equivalent) to Honours level is essential.
- A current *valid* Australian (or recognized international license) manual driver's license, with experience in 4WD/off-road conditions is essential.
- Current first aid certificate (essential), senior and/or remote first aid (desirable).
- WA or nationally accredited current RSA (Responsible Service of Alcohol) certificate (desirable).
- National police clearance certificate.

This is an exciting opportunity to join Australia's largest non-government conservation organisation and help shape the future of private sector conservation in Australia.

The remuneration offer includes, in addition to salary, basic accommodation.

Please see below for a detailed position description or visit our careers page: australianwildlife.org/work-with-awc/careers/

Initial enquiries to:

- Fiona Tran - HR administrator (fiona.tran@australianwildlife.org or 08 9380 9633); or
- James Dunlop - Field Ecologist (Interpretations) (james.dunlop@australianwildlife.org or 0474 321 927)

Applications to: employment@australianwildlife.org

Applications must include:

1. Resume and covering letter addressing why you're interested in and suited to this role.
2. Two pages (maximum) addressing all the critical competencies, qualifications, licences & certificates.

Closing date for applications: Sunday, 1 March 2020

Please note:

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows work in Australia. Sponsorship is not available.
2. If you apply for this role, AWC will include you in its ongoing updates and communications about its events, activities and fundraising initiatives. You may opt out of these communications at any time.

Annexure 1 – Position Profile

Designation:	Ecologist Guide
Reporting to:	Events Project Manager
Based at:	Various AWC sanctuaries throughout the year (consistent with operations).
Role duration:	6 month contract (with the possibility of an extension) <i>From March to October your role will involve guiding and interpreting AWC's visitor programs and events. Opportunities to assist the science team may also arise from time-to-time.</i>

Organisational context

Australian Wildlife Conservancy (AWC) is a non-profit organisation dedicated to the effective conservation of Australia's threatened wildlife and their habitats. AWC owns and manages more land than any other private conservation organisation in Australia - 29 properties, covering 6.5 million hectares - protecting more than 1,200 fauna species through active land management informed by world-class science.

Job Description

One of the most exciting and rewarding event roles in Australia! This is a rare opportunity to use your outstanding communication as part of a team protecting the spectacular Australian landscape and its threatened wildlife.

Reporting to the Events Project Manager this role is an important link between the Development team and the Science and Operations teams.

This role focuses on:

- Delivering a broad range of tours (for VIP guests, AWC supporters and public visitors).
- Delivering engaging presentations on AWC's work.
- Assisting with the execution of complex events hosted at various AWC sanctuaries.

Licenses and Qualifications

- A degree in ecology (or equivalent) to Honours level is essential.
- A current *valid* Australian (or recognized international license) manual driver's license, with experience in 4WD/off-road conditions is essential.
- Current first aid certificate (essential), senior and/or remote first aid (desirable).
- WA or nationally accredited current RSA (Responsible Service of Alcohol) certificate (desirable).
- National police clearance certificate.

Critical competencies

- Outstanding communication skills, including the ability to:
 - communicate AWC's mission, strategies and science and land management programs to AWC supporters and the general public;
 - guide AWC's supporters and prospective supporters through on-sanctuary event activities;
 - prepare reports and draft publications.
- Excellent interpersonal skills, including the ability to:
 - work well with other staff, (e.g. development, science and operations staff)
 - develop and maintain relationships with supporters;
 - work effectively as part of a small team of ecologists;

- manage other personnel as relevant to the position, including interns and volunteers
- Good knowledge of issues associated with the conservation of Australian ecosystems, including the:
 - functioning of Australian ecosystems;
 - conservation of threatened species;
 - impacts of threatening processes and ways of mitigating those impacts; and
 - principles and practice of reintroduction biology.
- A strong work ethic and an ability to work closely with a multi-disciplinary team.
- The ability to “self-start” and be flexible in your work hours to meet operational requirements of the role
- Good organisational and logistical skills, including the ability to prioritise and execute a number of tasks in an efficient manner.
- Competence in the use of relevant computer software packages. Competency with MS Excel, Word, PowerPoint and design software packages.
- Thorough understanding and awareness of safety issues and a willingness to implement them in relation to the hospitality/tourism industry, working with wildlife and in working in a remote location.
- Experience living and working in a remote environment.

Inherent requirements of the role

- Passion and enthusiasm for nature and threatened species conservation (an interest in bird watching is desirable).
- Experience in tourism, tour-guiding or public speaking (to a wide range of people).
- Excellent communication skills to ensure that the AWC messages are consistently delivered to all visitors and guests.
- Experience living and working in a remote environment will be well regarded (but not essential).
- The working environment is predominantly outdoors and often in the extremes of weather – hot and wet and/or dry, especially when conducting surveys.
- This position is physically demanding and includes lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically capable of performing these activities in order to carry out the inherent role responsibilities.
- Flexibility in hours of work to meet operational requirements of the role.

Values of AWC

AWC’s work is directed at achieving our mission – the effective conservation of Australia’s wildlife and their habitats – and is guided by the following values. At AWC, we are:

- Respectful – demonstrating care, recognition and integrity
- Informed – working together to apply evidence, knowledge and experience
- Dedicated – committed to delivering effective outcomes, with resilience and tenacity
- Innovative – applying creative thinking for effective solutions
- Accountable – taking ownership of our actions and outcomes
- Sustainable – delivering long-term financial and ecological viability

Responsibilities

<p>1. Participate in AWC’s communication, education and fundraising programs</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> ● Assist in the development and implementation of interpretation programs, supporter events and public visitation at AWC sanctuaries as required. ● Provide information and material for AWC’s communication, education and fundraising activities: <ul style="list-style-type: none"> ● Provide weekly reports to the AWC website; ● Provide other material for newsletters, website, media etc. ● Plan and execute high-level events for significant AWC supporters and potential supporters at AWC sanctuaries.

<ul style="list-style-type: none"> • Plan event schedules; help manage logistics for events; co-ordinate with development, science and operations teams; contribute to event reports; and all other activities associated with implementation of events. • Design and test event activities (e.g. walking tracks, 4WD tours, birdwatching tours), ensuring hospitality arrangements are in place. • Act as a guide on the various event activities, delivering interpretation programs to VIP guests. • Networking with event participants. • Ensure assets, including tour vehicles and accommodation assets, are maintained and presentable.
<p>2. Ensure the presentation of data and other information</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Provide information on AWC's science program to other AWC staff, for example: <ul style="list-style-type: none"> • Land managers, to assist in the development of conservation and land management strategies. • Communications and development staff, to assist AWC's communications and fundraising strategies. • Provide information on AWC's science program to external agencies, partners, recovery teams, etc, as requested by the relevant Regional Ecologist.
<p>3. Administration</p>
<ul style="list-style-type: none"> • Ensure that all relevant expenditure is in accordance with AWC policies and procedures. • Ensure required financial records and paperwork are retained and submitted as required. • Maintain other records and diaries relating to the discharge of your duties.
<p>4. Management of staff, interns students and contractors (as required)</p>
<ul style="list-style-type: none"> • As directed, co-ordinate, engage and supervise other staff, students and contractors, and ensure that all relevant AWC policies are complied with in relation to these groups.
<p>5. Ensure appropriate management of risks in relation to health and safety</p>
<ul style="list-style-type: none"> • In accordance with the requirements of the Chief Operations Officer and Chief Science Officer, undertake risk assessments and prepare risk management plans for operations at each sanctuary. The risk assessments and management plans must protect the health and safety of everyone on sanctuary including you, other staff, contractors, volunteers and visitors. • Implement and comply with the provisions of the approved risk management plan. • Ensure Safety Management plans and safe work systems, as approved by the Chief Operations Officer, are implemented and complied with • In particular: <ul style="list-style-type: none"> • Ensure that you and all staff, contractors and/or volunteers have adequate training before using plant, equipment, tools and/or vehicles. • Ensure emergency procedures are developed and posted in appropriate locations. • Ensure staff members have up-to-date first aid certificates. • Ensure incident and near miss reports are filled out and submitted as per approved AWC policies and procedures, in a timely manner.
<p>6. Ecological sustainability</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Undertake activities in a manner consistent with the conservation values of AWC, and promote a culture of ecological sustainability. • Ensure that all waste is minimised (i.e. recycle where possible). • Allow visitors the transparency of seeing how AWC promote environmental care in all aspects of operations. • Become familiar with and conduct tours following the principles of the bushwalking code, based on the principles of 'Leave No Trace'. • Conduct yourself in an environmentally conscious and sustainable manner at all times.
<p>7. Other tasks</p>
<ul style="list-style-type: none"> • Establish and maintain effective relationships with visitors, neighbours, land management and research agencies, and other stakeholders.

- On request, undertake other specified tasks, at various AWC Sanctuaries and other locations, as requested by relevant Regional Ecologists and the National Science and Conservation Manager.
- Undertake other tasks, as required.