**Schedule B - Position description and Occupational Health Safety (OH&S) statement**

**Position description**

The organisation

BirdLife Australia is a science-based grass roots bird conservation charity with over 170,000 supporters and volunteers. We are a diverse organisation with offices in three states, as well as branches, special interest groups, observatories and reserves, working across the nation.

BirdLife Australia is governed by an elected Board of Directors which meets quarterly, and day-to-day operations are managed by the Chief Executive Officer.

BirdLife Australia currently employs over 70 staff, who are dedicated to conservation and research programs. The organisation is very lean and relies on a small core team of management and administrative staff. Working well as a team is an essential element of our organisation.

A significant part of BirdLife Australia’s work is done by volunteers who work collaboratively with staff to achieve our goals. It is important that all staff understand and appreciate the contribution made by the organisation’s volunteers, and are mindful of the varying skills, interests and motivations they bring.

BirdLife Australia acknowledges the important role Traditional Owners throughout Australia have played, and continue to play, caring for Country. We acknowledge their continuing connection to land, sea and community and pay respect to Traditional Owners and their cultures, and to their Elders both past and present. BirdLife Australia endeavours to facilitate the further engagement of Indigenous Australians in the research and conservation of our native birds.

The role

In response to the devastating 2019/2020 fires on Kangaroo Island (KI) BirdLife Australia, in conjunction with the Department of Environment and Water (DEW), has undertaken rapid bird assessments targeting unburnt patches within the fire scar. BirdLife Australia is seeking an individual to continue our important work examining the post-fire recovery of KI birdlife.

The Kangaroo Island Bushfire Recovery Project Officer will work with the Project Coordinator (Preventing Extinctions) and other staff to undertake targeted bird surveys and to engage the Kangaroo Island community in a bird monitoring across the island to gain an island-wide perspective on the recovery of Kangaroo Island’s birdlife from the 2019/2020 fires. The outcomes of this monitoring will be used to target on-ground conservation action.

The Project Officer (subject to availability) may also be invited to work with a team of other observers to undertake intensive, rapid bird assessments over 5-7 days every 6 - 8 weeks. This additional work is undertaken in partnership with DEW as a week-long survey that occurs every 6 - 8 weeks.

Position title

Kangaroo Island Bushfire Recovery Project Officer

Position objective

The incumbent will work with key BirdLife Australia staff, DEW, KI Landscape Board, KI Land for Wildlife, members of BirdLife Kangaroo Island and local landholders to establish baseline monitoring programs to determine the distribution and long-term population trends for all endemic bird species.

Depending on the incumbent’s availability, an opportunity also exists to take part in surveys to assess the ongoing impact of the catastrophic wildfire on the Kangaroo Island bird community, including several priority species (rapid bird assessments). The aim of these rapid bird assessments, undertaken every 6 - 8 weeks, is to examine the response of bird species within the burnt landscape through time.

Status

This is a part-time position (0.6 FTE) offered until end of June 2021. A continuation to the contract would be offered subject to acceptable performance and available funding.

The incumbent may also be invited to undertake additional work with a team of other observers to undertake intensive, rapid bird assessments over 5-7 days every 6 - 8 weeks.

Remuneration / Job Level

Pro-rata salary at Level 2 ($ 62,376 - $66,744 per annum plus 9.5% superannuation) based on experience and expertise.

Location

The position is based on Kangaroo Island, South Australia. The incumbent will work from home, with regular travel to field sites and for meetings with stakeholders throughout the project.

Reporting

This position reports to the Preventing Extinctions Project Coordinator based out of the National Office in Carlton, Victoria.

Key relationships

**Internal**

Program Leader (Preventing Extinctions); Preventing Extinctions Project Coordinator; Kangaroo Island Bushfire Recovery Project Officer (based in Adelaide); Bushfire Response Coordinator; Science and Research team; Development, Engagement and Communications team; Corporate Services team; BirdLife Australia’s Research and Conservation Committee, BirdLife Kangaroo Island.

**External**

South Australian Department of Environment and Water, KI Landscapes Board, KI Land for Wildlife, BirdLife Kangaroo Island, Birds SA, and landholders and volunteers.

Travel requirements

Some travel within Australia may be required.

Duties

The incumbent will work with the Preventing Extinctions Project Coordinator and other staff and key stakeholders to plan and implement bird monitoring on Kangaroo Island. This includes delivering community education and engagement activities on Kangaroo Island and working with stakeholders to deliver on-ground conservation management for KI birds.

Duties include:

* Coordinating and reporting on monitoring programs including:
	+ Collaborating with KI Land for Wildlife to undertake bird surveys on private land.
	+ Working with Birdlife Australia’s Monitoring and Research Department to develop and implement a community monitoring program using the Birdata App.
	+ Collaborating with DEW to develop and implement annual island-wide spring surveys.
* Data entry and maintenance of monitoring data.
* Keeping accurate records of volunteer contribution, training activities, on-ground conservation activities and stakeholder contribution.
* Developing and maintaining collaborative partnerships with government departments, local NGOs, other organisations, and community groups.
* Conducting community education workshops about Kangaroo Island Bbirds and community training workshops on monitoring.
* Working with project partners, private landowners and stakeholders to identify and target on-ground management at priority sites.
* Communicating key findings of monitoring programs to BirdLife Australia staff, stakeholders, volunteers and project funders.
* Working with the Kangaroo Island BirdLife Branch and volunteers to improve capacity and willingness to achieve conservation outcomes for Kangaroo Island birds.
* Working with the Communications Department to direct effective media coverage and communications around Kangaroo Island bird’s bushfire recovery.
* Working closely with the Program Coordinator and Manager to operate within budget and meet project deliverables and deadlines.
* Subject to availability, participation in rapid bird assessments in fire impacted areas (every 6 - 8 weeks – undertaken with a team already undertaking these surveys).

Selection Criteria

**Essential**

* Skills and experience in bird identification, including relevant experience undertaking bird surveys in the conservation sector, with fitness levels sufficient to undertake long work days in challenging vegetation and terrain.
* Strong interpersonal, representational and relationship-building skills, including experience networking and consulting with stakeholder groups.
* Demonstrated interest in and knowledge of threatened species conservation and recovery programs.
* High level computer literacy – competent in word processing, Excel.
* Excellent written and verbal communication skills, including public speaking and writing for a variety of audiences.
* Demonstrated ability to work both independently and as part of a team
* ‘C’ class drivers licence and own car (per km reimbursement for business mileage).

**Desirable**

* Bachelor’s Degree (or higher qualification) in biological or environmental sciences
* Skills and experience in identification of Kangaroo Island birds, existing networks on Kangaroo Island.
* Knowledge of bird ecology.
* Demonstrated skills in wildlife survey design and implementation.
* Demonstrated experience coordinating volunteer efforts.

**Workstyle, attributes, and attitudes**

* A positive outlook and ability to work collaboratively to achieve shared goals consistent with BirdLife Australia’s values.
* Open to innovative ideas and practices, and a desire to strive for continuous improvement in the performance of the organisation.
* Demonstrated personal initiative and problem-solving skills.
* Ability to work with a variety of people.
* Reliable, dedicated and focused.
* A team player with a highly collaborative style.
* Ability to work well with minimum supervision, accepts high-level responsibility for workplan delivery.
* A willingness and capacity to work flexible hours as and when required.

Living our Values

* Promote and role model appropriate behaviours that support BirdLife Australia’s culture and values.
* Actively demonstrate organisational values.

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| ***Passion***We bring people together around a love of nature | ***Excellence***Science and knowledge is at the centre of everything we do | ***Leadership***We empower and inspire people to lead with courage and purpose | ***Collaboration***We embrace diversity and work in partnership with mutual respect | ***Integrity***Our success is based on experience, honesty, trust and fairness | ***Impact***We think globally, lead nationally and act locally |

**OH&S statement**

Employees and potential employees should be aware that the requirements of the position include, but are not limited to:

* Limited attendance at evening or weekend meetings
* Possible driving for extended periods and interstate travel
* Long periods of sedentary desk and computer duties and telephone use
* Possible lifting and moving of heavy equipment and objects
* Overnight and weekend work in the field and at conferences