

DUTY STATEMENT

Job Title:	Birriliburu IPA Coordinator
Location:	Perth or Regional (negotiable)
Position Status:	Maximum Term (12 Months), with high likelihood of extension
Salary Level:	Level 4 (\$75,401 to \$85,530)
Reports to:	Program Manager – Land and Community

Your Role

In order to fulfil our mission, pursue our vision and in accordance with our values, the Birriliburu IPA Coordinator is required to:

1. Coordinate project delivery for the Birriliburu Indigenous Protected Area (IPA) project, and related land and community projects.
2. Work with colleagues, partner organisations and traditional owner leadership teams to develop, improve and implement strategies to meet the goals of Birriliburu traditional owners, as identified in the Birriliburu IPA Plan for Country and other relevant plans.
3. In collaboration with colleagues develop the capacity of Birriliburu traditional owners to self-manage and lead the land management program.
4. Participate as a member of the DSS team.

Your Duties

1. Coordinate project delivery for the Birriliburu IPA and related projects.
 - 1.1. Coordinate and lead on-ground land management activities as identified in the Birriliburu IPA Plan for Country, other plans and operational schedules;
 - 1.2. Coordinate the preparation of work plans and internal budgets for Birriliburu-based projects;
 - 1.3. Coordinate the scheduling, implementation, supervision and reporting of IPA work plans and trips;
 - 1.4. Liaise with contracting parties to ensure works are completed within agreed timeframes and to agreed standards;

- 1.5. Ensure appropriate workplace health and safety procedures are followed to provide a safe working environment.
- 1.6. Keep Birriliburu vehicles, equipment and premises secure and in good working order; and
- 1.7. Coordinate payment for Birriliburu rangers and cultural advisers.
2. Work with colleagues, partner organisations and traditional owner leadership teams to develop, improve and implement strategies to meet the goals of Birriliburu traditional owners, as identified in the Birriliburu IPA Plan for Country and other relevant plans.
 - 2.1. Work closely with the Birriliburu IPA Management Team and others to turn ideas into reality: design and implement effective projects and activities, including through developing strong relationships with new and existing partners;
 - 2.2. Work closely with traditional owners, colleagues, partner organisations and consultants (where required) to the Birriliburu Science and Monitoring Plan;
 - 2.3. Work closely with traditional owners, colleagues, service providers and partner organisations to assess training needs of Rangers, and deliver appropriate professional development programs;
3. In collaboration with colleagues develop the capacity of Birriliburu Traditional Owners to self-manage and lead the land management program.
 - 3.1. Work with the community to plan, organise and report on field work, project goals and program strategy, including updating strategic plans as required.
 - 3.2. Identify opportunities for leadership and capacity development and help community leaders grow in their role;
 - 3.3. Provide leadership, motivation, mentoring and developmental support to develop Rangers' effectiveness, capacity and leadership skills in the workplace; and
 - 3.4. Assist the community to design and implement effective processes and structures that enable them to take ownership of the land management program.
4. Participate as a member of the DSS team
 - 4.1. Work closely with the Program Manager, other IPA/Ranger Coordinators and logistics staff to plan trips and activities, troubleshoot problems and provide comprehensive feedback to community;
 - 4.2. Assist in advocacy for and promotion of the Birriliburu land management program.

- 4.3. Contribute to development of other projects and opportunities within DSS.
- 4.4. Participate in DSS team meetings and other meetings as required;
- 4.5. Adhere to all policies and procedures;
- 4.6. Participate in performance reviews and professional development; and
- 4.7. Other duties as directed.

SELECTION CRITERIA

Birriliburu IPA Coordinator

Essential Skills, Knowledge and Experience:

1. Demonstrated experience in Indigenous land management work; and/or strong environmental science, natural resource management, community development or practical skills relevant to Indigenous land management/Ranger activities.
2. Demonstrated ability to collaborate and work effectively with Aboriginal people to achieve shared goals.
3. Demonstrated ability to innovate, find practical solutions and work effectively through collaboration.
4. Use appropriate initiative and work productively with limited supervision in sometimes complex and remote situations.
5. Commitment to Aboriginal self determination.
6. Strong written and oral communications skills.
7. Competence in the use of computers and Microsoft Office applications.
8. Current manual drivers' licence and competence in the use of a manual 4WD vehicle in remote and off-road conditions.
9. Able to obtain a current Police Clearance and Working with Children Check.

Desirable Qualifications, Skills, Knowledge and Experience:

1. Qualifications in natural resource management, environmental science, training & assessment, anthropology or community development.
2. Experience in training, development and/or management of Indigenous ranger teams.
3. Project management experience.
4. Competence in the use of geographic information systems (GIS).