

## JOB DESCRIPTION

<b>Job Title:</b>	Emerging Ranger Teams Coordinator
<b>Location:</b>	Perth or Regional (negotiable)
<b>Position Status:</b>	Maximum Term (12 months), with possibility of extension
<b>Salary Level:</b>	Level 4 (\$75,401 to \$85,530)
<b>Reports to/Supervisor:</b>	Program Manager – Land and Community

### Your Role

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In order to fulfil our mission, pursue our vision and in accordance with our values, the Emerging Ranger Teams Coordinator is required to:

1. Working closely with colleagues, coordinate project delivery for new and emerging ranger teams, including Ten Deserts Program and Ngurra Kayanta IPA Consultation projects.
2. Work with colleagues, partner organisations and traditional owner leadership teams to develop plans, priorities and strategies to meet traditional owner goals for looking after country.
3. In collaboration with colleagues develop the capacity of traditional owners to self-manage and lead land management programs.
4. Participate as a member of the DSS team.

### Your Duties

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1. Coordinate project delivery for emerging ranger teams and related projects.
  - 1.1. Coordinate the preparation of work plans, budgets and lead on-ground land management activities for relevant projects;
  - 1.2. Coordinate the scheduling, implementation, supervision and reporting of Ranger Team work plans and trips;
  - 1.3. Ensure appropriate workplace health and safety procedures are followed to provide a safe working environment.

- 1.4. Keep vehicles, equipment and premises secure and in good working order;  
and
- 1.5. Coordinate payment for rangers and cultural advisers.
  
2. Work with colleagues, partner organisations and traditional owner leadership teams to develop plans, priorities and strategies to meet traditional owner goals for looking after country.
  - 2.1. Work closely with traditional owners, rangers and partners to undertake strategic planning and lead the writing up of “Plans for Country”
  - 2.2. Work closely with traditional owner leadership teams and others to turn ideas into reality: design and implement effective plans, projects and activities, including through developing strong relationships with new and existing partners;
  - 2.3. Work closely with traditional owners, colleagues, service providers and partner organisers to assess training needs of Rangers, and deliver appropriate professional development programs; and
  - 2.4. Support ranger participation in workshops and other initiatives which help build their skills and confidence, and provide opportunities to showcase the group’s achievements;
  
3. In collaboration with colleagues develop the capacity of Traditional Owners to self-manage and lead land management programs.
  - 3.1. Work with communities to plan, organise and report on field work, project goals and program strategy, including developing and updating strategic plans as required.
  - 3.2. Identify opportunities for leadership and capacity development and help community leaders grow in their role; and
  - 3.3. Provide leadership, motivation, mentoring and developmental support to develop Rangers’ effectiveness, capacity and leadership skills in the workplace; and
  
4. Participate as a member of the DSS team
  - 4.1. Work closely with colleagues to plan trips and activities, troubleshoot problems and provide comprehensive feedback to community;
  - 4.2. Assist in advocacy for and promotion of the DSS land management program.



- 4.3. Contribute to development of other projects 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**

### **Emerging Ranger Teams Coordinator**

#### **Essential Skills, Knowledge and Experience:**

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1. Experience in Indigenous land management work; or strong natural resource management, logistical, community development, healthy country planning 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. Experience using appropriate initiative to work productively with limited supervision in sometimes complex and/or 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. A current Police Clearance and Working with Children Check or the ability to obtain (as a condition of employment).

#### **Desirable Qualifications, Skills, Knowledge and Experience:**

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1. Experience in training, development and/or management of Indigenous ranger teams.
2. Qualifications and/or experience in natural resource management, environmental science, healthy country planning, training & assessment, anthropology or community development.
3. Project management experience.