



## Position description

POSITION TITLE	Project Manager Traditional Knowledge (Conservation Futures)
ROLE GRADE	Grade 9
REMUNERATION	\$99K - \$121K (including 10% super)
LOCATION	Flexible
DATE REVIEWED	May 2021
POSITION BASIS	3 years fixed term, FTE negotiable

### Introduction

Bush Heritage Australia is a national non-profit organisation that buys and manages land to protect our irreplaceable landscapes and our magnificent native species forever.

We buy land that has outstanding conservation values and reconnect fragmented landscapes to protect habitat for wildlife. Bush Heritage works across 19 priority landscapes and owns 36 reserves. In addition, we partner with Aboriginal people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 11.3 million hectares, protecting more than 6700 native species and at least 226 endangered species.

Established in 1991, Bush Heritage has over 35,000 supporters Australia-wide and an annual operating budget of over \$20 million. We are primarily funded by donations from individuals and philanthropic sources.

Our culture is characterised by a collaborative and supportive approach, with a strong commitment to safety and professional development.

Bush Heritage Australia acknowledges the Aboriginal traditional owners of country.

Our values are:

**Conservation:** Protected, connected landscapes and waterways for plants, animals, and people

**Culture:** A shared journey of respect for diversity, each other, and acknowledgement of Traditional Owners' enduring relationship to this land and waters

**Collaboration:** We collaborate with Traditional Owners, other landowners, scientists, government, organisations, and communities for the greatest impact

**Community:** Together we are an active and dedicated mosaic of staff, volunteers, partners, and supporters all working for a common goal

**Safety:** Healthy people, healthy country

The organisation has eight teams – West Region; North Region; South East Region; Aboriginal Engagement; Strategy, Innovation & Business Development; Science & Conservation; Fundraising & Engagement; and Corporate Services.

## **CEO and the Board**

Heather Campbell is Bush Heritage's Chief Executive. The Board Chair is Sue O'Connor, and Directors include leading Australians from business and commerce, government, conservation, and science. Bush Heritage demonstrates a strong commitment to Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

## **Direction and guidance for this position**

Reporting to the Executive Manager – Science & Conservation, Project Manager – Traditional Knowledge (Conservation Futures) is accountable for fulfilling the 'Key responsibilities and duties' associated with this position. As a self-starter, it is expected that the incumbent will work with the systems, contribute towards improving the effectiveness of systems being managed including the development of new systems where required.

## **Position summary (background)**

The Project Manager – Traditional Knowledge (Conservation Futures) will be responsible for working within the Project Management Team (shared with University of Melbourne and other partners), Bush Heritage Oversight Committee and Science & Conservation Team. The position will help recognise and use First Australian's knowledge and aspirations with scientific knowledge to contribute toward conservation and other land use decisions across Australia.

This position will provide leadership within the Conservation Futures Project Management Team to support and engage with Aboriginal groups and people to share, recognise and respect their knowledge and aspirations for landscape conservation. This position will work with and support First Australians to collate the collective knowledge that they are willing to share and make it available to all collaborating knowledge holders. The Project Manager – Traditional Knowledge will work closely with Aboriginal people to build relationships and create pathways to ensure all knowledge is shared with full consent and only to the extent of the knowledge holders' comfort. Equally, this position will work closely with the Science & Conservation, Bush Heritage Oversight Committee and Legal advisors to ensure there is a robust and fit for purpose system that ensures the right scientific and legal approach is taken to storing, protecting and using the intellectual property of all knowledge holders.

The role will also focus on development of organisational capacity in policy, strategy and operational procedures relating to Traditional Owner engagement. This role will provide consistent information and reports to the Executive Manager – Science & Conservation, the Bush Heritage Oversight Committee and the Science & Conservation Board Committee.

This role will work closely with Bush Heritage's Executive Manager – Aboriginal Engagement and the Aboriginal Engagement Team across all regions of Australia.

There is flexibility around days to be worked.

## **Key responsibilities and duties**

The Project Manager – Traditional Knowledge (Conservation Futures) is a member of the Bush Heritage Science & Conservation Team and is responsible for coordinating and undertaking work in line with the deliverables of the Conservation Futures Project. This position will also be responsible for helping to improve organisational systems and processes to enable more effective relationships with Traditional Owners across Bush Heritage National operations, in particular protecting and recognising intellectual property.

**Conservation Futures (funded by grant from The Ian Potter Foundation in partnership with University of Melbourne):**

1. Working as part of the Project Management Team, driving project direction, implementation and providing reports and data that contribute to the Project as a whole.
2. Developing a strategy to connect/attract/involve Aboriginal people into the program, understanding their cultural knowledge needs and aspirations for land management, ensuring the project information and data is available and accessible for their own purposes.
3. Contribute to the annual Project partner and quarterly Project Team meetings to provide information and receive feedback on Project Progress.
4. Working with the Project Team and the Science & Conservation Team to ensure mechanisms to protect intellectual property of our partners is both recognized and protected through existing and emerging technology and legal agreements.
5. Support the management of the relationships across the Aboriginal groups who agree to be part of the project.
6. Convene meetings and work with Bush Heritage Oversight Committee to ensure there is alignment (including the right-way approach) and co-investment where possible in project activities.
7. Provide high level support to Project and Bush Heritage staff in the planning and reporting on our work with Traditional Owners.
8. Provide opportunities for Aboriginal Groups to undertake knowledge exchange with other groups and other experts to expand understanding of Australian landscapes.
9. Work with Project Fundraising and Communications staff to communicate effectively to external audiences while deepening our relationship with our Aboriginal partners as we raise the additional funds required for the Project.

**Organisation (Bush Heritage) and Fundraising**

1. Provide ongoing advice to Bush Heritage staff as directed on policy and project matters related to integration of Traditional Owner engagement and partnerships into Bush Heritage's business.
2. Provide input to the Implementation of Bush Heritages cultural competency Framework where possible.
3. Collaborate with Bush Heritage's Executive Manager – Science & Conservation - to identify opportunities to strengthen and grow Bush Heritage's corporate and philanthropic partners and support these relationships.
4. Participate in and presents at state, community and local workshops, events and information sessions in relation to Bush Heritage and Project objectives.
5. Other duties, as required from time to time, consistent with the position grading.

**Qualifications, skills and selection criteria (used to assess your application)****Essential:**

- Aboriginal and/or Torres Strait Islander person with a high level of credibility among Aboriginal networks.
- Respectful and informative collaborator with highly developed skills in management, leadership and communication.
- Demonstrated knowledge and understanding of Intellectual Property and knowledge sharing issues affecting Aboriginal peoples in contemporary Australian society.
- Demonstrated ability to effectively work with, consult and develop partnerships with a range of stakeholders, particularly Aboriginal people.

- Demonstrated effectiveness in understanding and addressing conservation needs across a range of Australian environments, ecosystems or contexts.
- Highly developed budgeting, project management and leadership skills and demonstrated ability to communicate to a superior level in both a written and oral form.
- High level of computer literacy including word processing, spreadsheet and data software.
- Driving licence with demonstrated 4WD driving skills and abilities.

Desirable:

- Demonstrated passion and experience in nature conservation and a commitment to the objectives and values of Bush Heritage.
- Experience working in remote communities and regional locations.
- Knowledge of Health, Safety and Environment and risk assessment procedures and requirements.
- Experience in the not-for-profit sector.

## Key outcomes for the role

1. Deliver plan, activities and outcomes towards achieving the Project goals as agreed with Conservation Futures Project team:
  - a. Develop and manage clear strategy and program logic, develop, work to and report on a project work plan with respect to engaging with Aboriginal people
  - b. Identify key criteria to be considered in the development of the Knowledge System (see attached project description).
  - c. Work with First Australians, practitioner and academic leaders to generate maps to be used to inform decision making and management of landscapes that indicate where:
    - biodiversity and cultural values need to be protected/managed;
    - opportunities exist to restore ecosystems, community and connectivity;
    - conservation is priority; and
    - how to guide best-practice productive and extractive activity.
  - d. Ensure partnering Aboriginal groups have a clear path to access all Knowledge within the developing system for their specific purposes.
  - e. Assist with the identification of at least 2 landscapes (e.g., catchment areas) to undertake multi-partner, cross sector planning, building shared goals and developing strategies to care for country, maintain productive industry and ensure healthy communities (Landscape Plans).
  - f. Facilitate workshops with stakeholders to explore how the Conservation Knowledge System can address aspirations, recognise threats and provide forward-thinking solutions.
  - g. Undertake collaborative regional planning in two landscapes that exemplify the benefits to nature and culture obtained from cross-sectoral, cross-cultural and cross-tenure planning.
  - h. With project partners, develop Case Studies that highlight innovative ways to combine data and knowledge to generate feasible and culturally acceptable conservation actions at local, state and national scales.
  - i. Provide assistance with communication on engagement, use of Knowledge System and communications for various audiences.
  - j. Work with Climate Futures Project Manager to generate Project Reporting as needed.

2. Work with Bush Heritage staff to ensure our philosophy, activities and outcomes are aligned.

## Policies and workplace practices

Bush Heritage people and managers are responsible for and commit to:

- Using and ensuring adherence to Bush Heritage's values, policies and work-place practices;
- Ensuring Health, Safety and Environment compliance, acting and encouraging others to act in a healthy and safe manner; and
- Maintaining a team-oriented environment, managing and developing staff, and valuing diversity.

## Position relationships

Position title of manager	Executive Manager – Science & Conservation
Position titles which also report to manager	Science Manager, National Planning Manager
Titles of positions that report to this position	The Project Officer – Traditional Knowledge (Conservation Futures)
Key internal relationships	Executive Manager – Aboriginal Engagement, Senior Ecologists, Monitoring & Evaluation Manager – Aboriginal Engagement, Aboriginal Partnership Managers and Officers across the Country, Spatial Analyst and Data Manager
Key external relationships	Brendan Wintle and Project Manager – University of Melbourne Project Leadership Team – UQ, Curtin, NRM Regions Australia, CSIRO, TNC, ACF, DELWP, Full Project Partnership Team (see attachment)