

## Position Profile

<b>Designation:</b>	<b>Land Management Officer (LMO)</b>
<b>Reporting to:</b>	<b>Senior Land Management Officer</b> , or as delegated.
<b>Supervising:</b>	<b>From time-to-time staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.</b>
<b>Based at:</b>	<b>Newhaven Wildlife Sanctuary, via Alice Springs NT</b> <i>Basic accommodation will be provided at Newhaven for the successful candidate.</i>

### Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 31 sanctuaries in which we own or manage in partnership, covering a total of more than 6.5 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

AWC's mission- to deliver effective conservation for all native animal species and their habitats- is achieved by:

- **Operations-** delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science-** delivering a nationally-coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising-** mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

OneAWC is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all of AWC working collaboratively with each other.

### 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 acquire and 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

Six of these sanctuaries are in the southeast region: Kalamurina, Buckaringa, Dakalanta and Yookamurra in SA, Newhaven in NT, and Scotia in NSW, covering a combined area of 1,024,051 hectares and protecting a diversity of threatened species and habitats.

Covering 262,000 hectares, Newhaven Wildlife Sanctuary is one of Australia's largest non-government protected areas. At Newhaven dramatic quartzite mountains overlook extensive parallel sand dunes, spinifex grasslands, shimmering salt lakes and mulga woodlands. Newhaven is a hotspot for the wildlife of central Australia.

At Newhaven AWC has initiated a project of global biodiversity significance – the establishment of a massive feral cat-free area currently covering 9400ha with future stages increasing this area to upto 100 000ha. This is one of the largest feral cat eradication projects ever conducted and creates a refuge for large, wild populations of at least 10 nationally threatened mammal species including the Mala (currently extinct in the wild), the Central Rock Rat and the Golden Bandicoot.

The southeast region consists of a team of permanent staff, several interns and research students, and utilises a range of casual staff and volunteers. Day-to-day operations are overseen by the Operations/Sanctuary Managers and science programs by the Regional Ecologist (South East). The two staff streams (operations and science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies.

The Land Management Officer is responsible for the delivery of land management programs for conservation including fire management, weed and feral animal control.

The role of the LMO extends to a broad range of tasks including asset and infrastructure maintenance. As such, a broad knowledge of all trades, practical skills in relation to asset and infrastructure repair and maintenance, and the ability to use a wide range of plant and equipment is essential.

#### **Other key positions in SE Region relative to this role:**

The Land Management Officer reports directly to the Senior Land Management Officer, and will liaise closely with other staff at Newhaven, in particular:

- *Senior Land Management Officer* who under the direction of the Newhaven Sanctuary Manager co-ordinates feral animal control, weed control, fire management and asset and infrastructure management programs;
- *Indigenous Rangers*
- *Administration & Operations Support Officer (SE)* who administers operations, administration and logistics;
- A team of *ecologists*, including the Regional Ecologist (SE), who implement the SE science programs.

#### **Inherent requirements of the role:**

The execution of tasks associated with the position may involve fieldwork in remote locations and can sometimes be away from an established field base, often in isolated locations working alone. The working environment will be predominantly outdoors and often in the extremes of weather – hot and wet and/or dry, especially when conducting fire and land management operations. The position can be physically and mentally demanding and may require walking and climbing over rough terrain, heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. In addition, the applicant will conduct periods of office work. The successful applicant must be physically and

mentally capable of performing these activities in the locations required in order to carry out the inherent role responsibilities.

#### **Critical Competencies:**

1. A broad knowledge of all trades (building, mechanical, fencing, plumbing, welding & electrical) is desirable, including the ability to carry out routine tasks and maintenance.
2. Demonstrated practical skills in relation to asset and infrastructure repair and maintenance including skills relevant to:
  - a. Implementation of an asset and infrastructure maintenance program (building, fencing, roads etc.).
  - b. Ability to use a wide range of plant and equipment including carrying out routine mechanical repairs to:
    - i. 4WD's, ATVs, tractors etc.
    - ii. Generators, pumps etc. – any experience with desalination plants would be highly regarded.
    - iii. Power tools including chainsaws, welders etc.
  - c. General infrastructure projects including construction, fencing and building.
3. Knowledge of practical land management programs including fire management, weed and feral animal control.
4. Understanding of and interest in Australian (with a particular focus on the southern Australia) ecology and conservation issues.
5. Understanding of ecological research and experience (desirable) with field techniques including animal trapping, handling and monitoring.
6. Demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
7. Ability to problem-solve, developing practical solutions with limited resources.
8. Willingness and ability to work as part of a small team or independently without supervision.
9. Basic computer skills including Word, Excel and email (desirable).
10. Experience working and living in a semi-rural/remote area.

#### **Qualifications:**

1. Formal qualifications in a relevant discipline would be an advantage, but is less important than strong, practical experience and a good track record of delivering 'on-ground' results.

#### **Licenses & Certificates:**

1. A valid manual drivers licence with 4WD experience in difficult conditions is essential
2. Medium Rigid drivers licence (desirable).
3. First aid certificate (desirable).
4. Firearm licence (desirable).

<b>1. Establish and/or review sanctuary plans and processes</b>
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| Key activities and responsibilities: |

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| - Support the Sanctuary Manager and SLMO in a review of: |

- Sanctuary assets and infrastructure (i.e. condition, repairs required, new equipment etc);
- OH&S procedures at Newhaven;
- Establish relationships with neighbours, suppliers and other local stakeholders.

## **2. Maintain sanctuary assets and infrastructure**

Key activities and responsibilities:

- Ensure the inventory of assets and infrastructure is maintained, including the insurance asset list, per the approved AWC procedure.
- Undertake maintenance of assets and infrastructure per the approved maintenance schedule, to:
  - Buildings and associated services such as waste management;
  - Roads, airstrip, walk trails, fire-breaks etc;
  - Fence removal; and
  - Ground maintenance.
- Record all maintenance activity per approved AWC procedures, including recording the use and replacement of assets such as fuel, equipment and maintenance supplies.

## **3. Land management & research activities**

Key activities and responsibilities:

- In accordance with the approved Operational Plan and under the direction of the SLMO, implement key land management and conservation programs including:
  - Weed control
    - Following weed control work plans;
    - Ensure chemical stock levels are maintained;
    - Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards; and
    - Ensure anyone under your supervision using chemicals is adequately trained (and appropriately licensed where required by relevant legislation) in their use;
  - Feral animal control
    - Implement approved culling/control programs per approved AWC procedures;
    - Keep detailed records, per approved AWC procedure;
  - Fire management
    - Undertake training with the Sanctuary staff to ensure you are competent in the use of firefighting equipment; and
    - If directed, undertake controlled burning per the approved plans, including fire scar data collection and assisting with wildfire suppression.
  - Other land management duties as required.
    - As directed, assist in the implementation of strategies and work plans related to the research and monitoring programs at Newhaven. For example:
      - The establishment and maintenance of research and monitoring sites across the sanctuary; and

- Participating in and providing support to scientific staff in relation to conducting baseline biodiversity surveys.
- Assist in reporting on the effectiveness of AWC's land management strategies in abating relevant threats and protecting wildlife and ecosystems.

#### **4. Improvement, installation and planning of new infrastructure and assets**

Key activities and responsibilities:

- In line with the approved budget and the operational plan, develop plans for new infrastructure as required, including:
  - Obtaining quotes;
  - Competitive selection process;
  - Supervision of contractors/suppliers;
  - Organising the purchase and ordering of new assets in accordance with AWC's purchasing policies and budget constraints; and
  - Where appropriate, construct and establish new infrastructure.

#### **5. Administration, finance and reporting**

Key activities and responsibilities:

- Ensure that all expenditure is in accordance with AWC policies and procedures.
- Ensure all required records and paperwork are retained and, as necessary, submitted to the AWC finance department.
- Ensure that the collection, recording and banking of all revenue is in accordance with AWC policies and procedures.

#### **6. Supervision of staff, volunteers and contractors**

Key activities and responsibilities:

- As required, supervise:
  - Other staff;
  - Contractors; and
  - Volunteers.
- Assist with the induction and supervision of volunteers.
- Ensure that you undertake a safety induction, and that you provide the same to any staff, volunteers or contractors for which you have management/supervisory responsibility. Provide appropriate safety induction (i.e. Conditions of Entry) to Newhaven visitors.
- Ensure all relevant policies are complied with in relation to visitors, volunteers and contractors including (but not limited to) occupational health and safety.
- Notify the Newhaven Sanctuary Manager immediately of all incidents, accidents or near misses and ensure necessary reports are filled out and submitted per the approved AWC policies and procedures within the designated timeframes.

#### **7. Volunteers, visitors and fundraising**

Key activities and responsibilities:

- Assist with the volunteer program at Newhaven including:
  - The selection of appropriate people as volunteers;

- Volunteers are given relevant information before travelling to Newhaven (e.g. on conditions, the tasks they will be asked to perform etc);
  - Volunteers are managed adequately while at Newhaven.
- Assist with the implementation of the approved visitor strategy, as amended from time-to-time.
- Develop, maintain and improve visitor facilities at Newhaven.
- As required, assist in the implementation of fundraising programs including for example, by assisting in the organisation and conduct of donor visits.

## **8. Safety and Risk Management**

Key activities and responsibilities:

- Support the Sanctuary Manager & SLMO with on-going risk assessments and reviewing the risk management plan for operations at Newhaven. The risk assessments and management plan must aim to protect the health and safety of everyone at Newhaven including you, staff, contractors, volunteers and visitors, as well as minimising public liability risk.
- Support the Sanctuary Manager by ensuring appropriate management of risks in relation to the health and safety of staff, contractors, volunteers and visitors.
- Implement and comply with the provisions of the approved management plan. In particular:
  - Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards.
  - Ensure that any staff, volunteers or contractors for which you have supervisory responsibility, have undertaken adequate training before they use plant, equipment, tools and/or vehicles.
  - Ensure incident reports (including near miss reporting) are completed in a timely manner per AWC policies and procedures.
  - Maintain a working knowledge of AWC's Safety policies and procedures and regularly review any updates via the AWC intranet.

## **9. Undertake other tasks, as required**

Key activities and responsibilities:

- As required by the Newhaven Sanctuary Manager and/or SLMO and/or Regional Operations Manager, undertake other specified tasks at Newhaven and/or other AWC sanctuaries.
- Champion the AWC values.
- Comply with all AWC policies and procedures.