

## Position designation and duty statement



<b>Position:</b>	<b>Mamardawerre Bininj (Mens) Ranger Coordinator</b>
<b>Location:</b>	Based at Mamardawerre Community with significant and regular travel throughout the Warddeken Indigenous Protected Area
<b>Reporting to:</b>	Operations Manager
<b>Supervising:</b>	Aboriginal rangers
<b>Key Relationships:</b>	<ol style="list-style-type: none"><li>1) Landowners, Mamardawerre, Manmoyi and Kabulwarnamyo community members, rangers</li><li>2) Mamardawerre Support Staff<ul style="list-style-type: none"><li>• Mamardawerre Daluk (Women) Ranger Coordinator</li><li>• Mamardawerre <i>Nawarddeken Academy</i> (NAL) teachers</li></ul></li><li>3) Warddeken and Nawarddeken Support Staff in Mamardawerre, Manmoyi and Kabulwarnamyo</li><li>4) Warddeken Project Staff:<ul style="list-style-type: none"><li>• Mechanic</li><li>• Monitoring and Evaluation Coordinator</li><li>• Ecological Monitoring (Mayh) Project Manager and Project Officer</li><li>• Rock Art (Bim) Project Manager and Project Officer</li></ul></li><li>5) Visitors, contractors, partners, service providers, philanthropic donors</li></ol>

### 1. Remuneration and Entitlements

<b>Remuneration:</b>	\$80,000 to \$90,000 per annum (Dependent on skills and experience).
<b>Salary Packaging:</b>	Up to \$15,900 each Fringe Benefit Tax (FBT) year for general living expenses.
<b>Annual leave:</b>	6 weeks

<b>Sick leave:</b>	2 weeks (in accordance with personal leave policy)
<b>Roster:</b>	152 hours worked in a 28-day cycle (3 weeks on in the IPA (21 days) 1 week off. Salaried for first 152 hours and any extra time (As approved by Operations Manager) is taken as Time Off In Lieu (TOIL) on a 1 for 1 basis.
<b>Superannuation:</b>	Paid in accordance with the Superannuation Guarantee (Administration) Act 1992.
<b>Travel arrangements:</b>	Standard designated location for rostered days off is Darwin. Negotiations welcome. Fifteen hours travel for RDOs is counted within the standard roster (One day at each end of 21-day shift is a travel day).
<b>Accommodation:</b>	A furnished balabala (open plan dwelling) at Mamardawerre Community with internet. However, this position will operate from various locations within the Warddeken Indigenous Protected Area as required. Own accommodation required outside the IPA.
<b>Employee Assistance Program:</b>	Access to professional and confidential psychological services.
<b>Communications:</b>	A laptop computer, ITC support and a mobile phone are provided with this role. Internet is available at all three bases.
<b>Food Security:</b>	You are required to purchase enough personal food and sundries for a three week shift when on base. Once a fortnight, there is an opportunity to order food from a local supermarket in Jabiru which is then transported to ranger bases via planes chartered by Warddeken.

## 2. Key Responsibilities

### 2.1. Delivery of effective Land Management Programs

This position will be responsible for the effective delivery of land management programs aligned with the Warddeken IPA Plan of Management 2021-25 and Warddeken's annual contracted scope of works. This position is tasked with working collaboratively with the Mamardawerre Ranger Coordinator to provide operational, logistical and program support to rangers at the Mamardawerre Community. However, it is also expected that this position will work with landowners elsewhere in the Warddeken IPA, including at ranger bases in Manmoyi and Kabulwarnamyo, to expand and support Warddeken operations throughout the Warddeken IPA.

The Mamardawerre Bininj Ranger Coordinator will work collaboratively with landowners, rangers, the Mamardawerre Daluk Ranger Coordinator and other relevant Warddeken support staff to:

- Develop short (weekly), medium (monthly) and long-term (quarterly) work plans for the Mamardawerre rangers. These work plans are to be integrated into a regularly updated online calendar to coordinate IPA wide activities.

- Convene daily morning operational ‘toolbox’ meetings with rangers to ensure they are aware of task allocations on a daily and weekly basis and that longer term planned activities with rangers are flagged at these meetings. Fortnightly meetings with Senior Rangers are required to facilitate a collaborative and inclusive approach toward looking after country.
- Ensure that issues of OH&S and compliance with laws and company policies are clearly understood by all staff, staff are trained to deal with them, and that OH&S compliance is monitored, and risk reporting is carried out as required.
- Be responsible for ensuring compliance with relevant laws and licencing (eg vehicle registration and roadworthiness, firearm use and storage, driver licencing).

The Mamardawerre Bininj Ranger Coordinator will work closely with the Mamardawerre Daluk Ranger Coordinator to be responsible for ensuring that timesheets for rangers under coordinator supervision are updated daily.

The Mamardawerre Bininj Ranger Coordinator and the Mamardawerre Daluk Ranger Coordinator are required to record data for and contribute towards various Government and Philanthropic grant reporting.

The Mamardawerre Bininj Ranger Coordinator is responsible for raising purchase orders in accordance with their written delegation before any goods or services are bought or commissioned.

**The core land management responsibilities of the Mamardawerre Bininj Ranger Coordinator include:**

**2.2. Fire Management (Prescribed Burning and Wildfire Suppression)**

The Mamardawerre Bininj Ranger Coordinator will be required to will work collaboratively with Ranger Coordinators, Daluk Ranger Coordinators, and the Operations Manager to assist in the annual development and implementation of the West Arnhem Land Fire Abatement (WALFA) program, and in the recording and reporting of fire management activities undertaken.

This includes, but is not limited to:

- Consultation with landowners and neighbours
- Planning assistance and implementation of Onground (OG) and Aerial Prescribed Burning (APB) activities
- Monitoring of NAFI and GIS spatial data management (where required)
- Wildfire suppression – Organisation of Rangers and accompany them in fire suppression activities within and surrounding the IPA using dry firefighting techniques
- Spatial and resource data collection, management and reporting
- Standard Operating Procedures (SOP) and Policies in relation to the fire program are adhered to

**2.3. IPA - Wide Invasive Weed Control Program**

The Mamardawerre Bininj Ranger Coordinator will work collaboratively with neighbouring Bininj and Daluk Ranger Coordinators and the Operations Manager to strategically manage invasive weed species across the Warddeken IPA.

This includes, but is not limited to:

- Adequately preparing remote spray containers with equipment and supplies prior to the start of the wet season
- Conducting seasonally appropriate control activities at strategic locations
- Ensure landowners and rangers are trained in weed identification and reporting
- Ensure that high OH&S standards are met throughout weed management operations.
- Collect and manage ranger base data and reporting relating to weed control
- Preparing and costing strategic weed control plans and working with the Operations Manager to seek adequate funding from external funding sources
- Standard Operating Procedures (SOP) and organisational policies in relation to the weed control program are adhered to

#### **2.4. IPA - Wide Feral Animal Control Program**

The Mamardawerre Bininj Ranger Coordinator will work collaboratively with neighbouring Ranger Coordinators, the Operations Manager, relevant Warddeken Project Staff, and partners to undertake annual feral animal control. The role will require the successful applicant to receive formal firearms training and accreditation under the Warddeken Corporate Licence to take part in on ground feral animal control and to be able to lawfully manage corporate firearms and ammunition on base.

This includes, but is not limited to:

- Supporting the planning and delivery of on ground and aerial control work by rangers
- Management, auditing and regular cleaning and maintenance of base firearms and ammunition registers (Upon receiving an NT Employee Firearms Licence) in accordance with the *NT Firearms Act* and Commonwealth legislation
- Collect and manage data relating to feral animal control for reporting purposes
- Assisting with butchering of culled feral animals for distribution to landowners, where practicable
- Ensuring Warddeken Standard Operating Procedures (SOP) and Policies in relation to the Feral Animal Control program are adhered to at all times

#### **2.8. Warddeken Plant and Equipment Management (Including vehicle assets and small machinery)**

The Mamardawerre Bininj Ranger Coordinator and the Mamardawerre Daluk Ranger Coordinator will together:

- Have authority for approving day to day use of company vehicles and machinery based at Mamardawerre, sharing the responsibility for extraordinary approvals where appropriate with the Operations Manager and CEO
- Oversee and complete daily and weekly checks/ maintenance of all vehicles and small machinery to ensure serviceability, identifying any maintenance issues and ensuring road worthiness / safety to operate
- Work collaboratively with the Warddeken Mechanic to:
  - Supervise and mentor simple and safe repairs and maintenance tasks by rangers
  - Maintain an up-to-date asset register and records of vehicle repair and maintenance
  - Maintain auditing and adequate stocks of workshop parts and consumables

## **2.9. Occupational Health and Safety**

The Mamadawerre Bininj Ranger Coordinator will work collaboratively with the Mamadawerre Daluk Ranger Coordinator to maintain a safe work environment.

This includes, but is not limited to:

- Adherence to all organisational Policies and Standard Operating Procedures (SOP)
- Storing dangerous goods in designated locations in accordance with the relevant legislation
- Ensuring that Personal Protective Equipment (PPE) relevant to core land management duties are available and functional
- Ensuring that First aid kits are accessible and well stocked and assist with auditing across the IPA
- Ensuring that Satellite phones are present and operational when working remotely from base, with SAR procedures carried out in accordance with organisational SOP's

## **3.0. Purchasing and Maintenance of Consumable Stock Levels**

The Mamardawerre Bininj Ranger Coordinator will work collaboratively with the Mamardawerre Daluk Ranger Coordinator to monitor and control the use of consumables and advise the Operations Manager of the need for purchasing field use items, such as uniforms, PPE, camping gear, tools, and equipment.

### **3.1. Essential Services and Camp Maintenance**

The Mamardawerre Bininj Ranger Coordinator will assist with:

- Managing disposal of community waste from the Mamadawerre Community to the satisfaction of landowners
- Maintenance of Warddeken infrastructure at Mamadawerre and other remote locations, such as Kurruwil, Makkalarl and Kurdjumundi Bala Balas
- Regular scheduled maintenance and general upkeep of Ranger Coordinator and visitor Bala Balas at Mamardawerre
- Maintenance and troubleshooting of solar power equipment and diesel power generators where required (Remote assistance by contractor)
- Annual maintenance and opening of remote access tracks within the IPA

## **4. Key Selection Criteria – Please address the below in your attached cover letter**

### **4.1. Essential Skills and Experience**

- Experience working and/ or living with Aboriginal people
- Experience, understanding of and willingness to live and work in a cross-cultural environment
- Ability to handle a dynamic, ever changing work environment, particularly in managing and prioritizing jobs with limited time and resourcing
- Proven experience living and working in remote areas
- Demonstrated experience managing teams of people alongside planning and execution of operational work programs
- Ability to apply knowledge and guidance in the planning and execution of land management work programs (Fire Management, Invasive Weed management, Feral Animal Management)

- Current C Class drivers' licence (Manual) and ability to obtain an Ochre Card
- Experience in the maintenance and upkeep of vehicles, small machinery and equipment – including the ability to troubleshoot and carry out repairs and servicing as required in a remote setting
- Experience in working with various external stakeholders (Contractors and philanthropists)
- Experience in GIS and/ or ability to use a variety of GIS software, including QGIS, Avenza Maps
- Ability to obtain an employee firearms licence

#### **4.2. Desirable Skills**

- 4WD operation and experience in remote settings
- Familiarity with the safe use and maintenance of firearms
- Experience in the safe operation and maintenance of heavy vehicles and equipment (HR Trucks, Loaders, Tractors)
- Experience in fire management and planning in savanna habitats
- Experience in the identification of key target flora species regarding invasive weed control, management and planning