

Position description

POSITION TITLE	Reserve Manager - Yourka
ROLE GRADE	C
REMUNERATION	\$76, 236 - \$93, 178 plus 11.5% super
LOCATION	Yourka Reserve, Northern Queensland
DATE REVIEWED	April 2025
POSITION BASIS	Full Time 1.0 FTE, Ongoing

Introduction

[Bush Heritage Australia](#) is a leading conservation organisation dedicated to protecting ecosystems and wildlife across Australia. By [2030](#), Bush Heritage Australia aims to protect, restore, and regenerate 30 million hectares of land, double its direct land management and enhance biodiversity while deepening [Aboriginal partnerships](#). We work alongside farmers and private landholders to [boost biodiversity on agricultural lands](#).

Bush Heritage Australia is supported by a [Senior Leadership Team and a Board](#), with Aboriginal and Torres Strait Islander representation. Our success relies on committed staff, volunteers, and supporters, while honouring Traditional Custodians and their enduring connection to the land. Our [values](#) guide our actions and shape the positive impact we make.

Position summary

The Reserve Manager plays a vital role in managing the day-to-day operations of Bush Heritage reserves. Reporting to the Healthy Landscape Manager, this role involves practical land management, supporting conservation outcomes, overseeing infrastructure, and fostering relationships with communities, Traditional Owners, and volunteers. The role is hands-on, dynamic, and key to delivering on-the-ground conservation outcomes.

Key responsibilities

Primary responsibilities (frequent and ongoing):

- Ensure safe reserve operations aligned with Bush Heritage’s safety systems and legislative requirements.
- Deliver day-to-day land management tasks (e.g. weed and pest control, fire management, maintenance).
- Maintain and repair infrastructure, plant, and equipment.
- Supervise and support reserve-based staff, contractors, and volunteers.
- Develop and manage reserve work plans and budgets in collaboration with your manager.
- Engage with Traditional Owners, neighbours, volunteers, and local communities.
- Contribute to ecological monitoring and support external research partners.
- Support reserve visits and help deliver community and supporter engagement activities.
- Admin work

Secondary Responsibilities (as needed or occasional):

- Assist in reviewing and updating Property and Fire Management Plans.
- Provide input into Indigenous engagement projects and conservation planning.
- Participate in emergency response planning and incident management.
- Represent Bush Heritage at local or regional events.
- Contribute to project management and fundraising proposals when relevant.

Key outcomes:

- Well-managed and safe reserve operations.
- Implementation of key conservation activities aligned with Reserve Management Plans.
- Strong relationships with Traditional Owners, volunteers, researchers, and the local community.
- Accurate and timely reporting to the Healthy Landscape Manager.
- A motivated, capable, and supported local team.

Selection criteria

Essential

- Passion for conservation and alignment with Bush Heritage's values.
- Relevant qualifications or extensive experience in conservation ecology or natural resource management.
- Demonstrated understanding of and experience working in remote and isolated environments.
- Strong skills in land and infrastructure management (fire, weeds, fencing, equipment).
- Ability to implement WHS systems and procedures.
- Experience working with Traditional Owners and diverse stakeholders.
- Budget, contractor, and project management skills.
- Excellent communication and relationship-building skills.
- Competence with digital tools including GPS and Microsoft Office.
- Manual driving licence (including 4WD experience or willingness to acquire).
- First Aid certificate (or willingness to acquire).
- Firearms licence (or willingness to acquire if required).

Desirable

- Experience with cultural resource management.
- Familiarity with the pastoral industry and station operations.
- Experience operating earthmoving machinery.
- Positive, collaborative approach to teamwork.

Work Health and Safety – Job Demands Checklist

For a detailed list of demands specific to this role (environmental, physical, psychosocial, sensory), please view the Appendix. Please note that this list is not exhaustive, and requirements may change in accordance with job needs. However, at this time, the line manager deems these as important for the role.

Position Relationships

Position title of manager

Healthy Landscape Manager

Position titles which also report to manager	Reserve Manager Ecologist
Titles of positions that report to this position	Field Officer
Key internal relationships	Science and Conservation Team Marketing and Fundraising Team Corporate Services Team
Key external relationships	Unique to the location Local community

Appendix

Work Health and Safety – Job Demands Checklist

The purpose of this form is to identify and manage potential risks associated with the position in relation to the prospective employee. It may also be used to provide information to a Health Professional conducting a pre-employment medical assessment. Identifying possible risks can assist in developing appropriate training plans to help minimise workplace hazards.

The checklist below outlines common physical, environmental, and psycho-social demands that may be associated with this role. However, due to the varied nature of tasks and work environments, this is not an exhaustive list. Additional or role-specific physical requirements may apply depending on the specific duties of the position.

By completing an online application, you will be asked to confirm that you have read the job description, including the table below, which identifies potential workplace hazards. You will also be asked to disclose any health concerns that may impact your ability to undertake the duties outlined for this role.

Job Demands Frequency Key:

N/A - does not apply to this job

Infrequent - intermittent activity exists for a short time on a very infrequent basis

Occasional - activity exists up to 1/3 of the time when performing the job

Frequent - activity exists between 1/3 and 2/3 of the time when performing the job

Constant - activity exists for more than 2/3 or the time when performing the job

	N/A	Infrequent	Occasional	Frequent	Constant
Environmental Demands					
Dust - Exposure to atmospheric dust.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gases - Working with explosive or flammable gases requiring precautionary measures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes - Exposure to noxious or toxic fumes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise - Environmental / background noise requiring people raise their voice to be heard when 1 metre apart.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous substances - e.g. herbicides, poisons.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Lighting - Risk of trips, falls or eyestrain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sunlight - Risk of sunburn exists from spending extended periods of time in sun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme Temperatures - as relevant to the location of the position. Outside work may be limited to only small work windows during the day as a result of extreme temperatures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces - areas where only one egress (escape route) exists.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping - Obstructions to walkways and work areas cause trips and falls.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological Hazards - e.g. exposure to bodily fluids, bacteria, infectious diseases.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Demands	N/A	Infrequent	Occasional	Frequent	Constant
Sitting - remaining in a seated position to perform tasks for extended periods	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting in vehicles – long drives of up to 8 to 10 hours in a single day may occur	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing - remaining standing without moving about to perform tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking ground: even / uneven / slippery, indoors / outdoors, slopes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Running ground: even / uneven / slippery, indoors / outdoors, slopes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling - remaining in a kneeling posture to perform tasks for extended periods of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting/Crouching - Adopting a squatting or crouching posture to perform tasks for a period of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg /Foot Movement - Use of leg and / or foot to operate machinery.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, and steps.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying - Light lifting & carrying - 0 - 9 kg.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying - Moderate lifting & carrying - 10 - 15 kg.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lifting /Carrying - Heavy lifting & carrying - 16kg & above.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching - Arms fully extended forward or elevating above shoulder.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling/Restraining - Using force to hold or move objects to or from the body.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head/Neck Postures - Holding head in a position other than neutral (facing forward).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand & Arm Movements - Repetitive movements of hands and arms.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Fine Manipulation - Gripping, holding, clasping with fingers or hands.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work At Heights - Using ladders, accessing roof racks, stools, scaffolding, or other objects to perform work.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving - Operating any machinery that is mobile.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	N/A	Infrequent	Occasional	Frequent	Constant
Psycho-social Demands					
Distressed People - e.g. Emergency or grief situations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggressive & Uncooperative People.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to cultural differences – e.g. work requires or involves discussions and interactions with diverse Aboriginal and Torres Strait cultures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Distressing Situations - e.g. animal death.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote working conditions - e.g. hours away from nearest town, hours away from nearest town. May be required to camp or live in donga with limited or shared access to amenities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social isolation - This job may involve extended periods of isolation. This may include the inability to get off reserve for extended periods of time up to 6 weeks due to local or regional flooding at certain times of the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social connectedness – work requires or involves discussion of duties with other people, online or in person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proximity – work requires or involves being physically close to other people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Sensory Demands	N/A	Infrequent	Occasional	Frequent	Constant
Sight - Use of sight is an integral part of work performance e.g. computer screens. Using microscope to identify species, data entry via I-pad, phone or computer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing - Use of hearing is an integral part of work performance e.g. phone meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste - Use of taste is an integral part of work performance e.g. Food preparation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touch - Use of touch is an integral part of work performance (typing).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>