



## Position description

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<b>POSITION TITLE</b>	Reserve Manager Hamelin Station
<b>ROLE GRADE</b>	C
<b>REMUNERATION</b>	\$76, 236 - \$93, 178 plus 12% super
<b>LOCATION</b>	Hamelin Reserve
<b>DATE REVIEWED</b>	January 2026
<b>POSITION BASIS</b>	Ongoing, full time

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### 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.

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### 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 Custodians, and volunteers. The role is hands-on, dynamic, and key to delivering on-the-ground conservation outcomes.

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### Key responsibilities

#### Primary responsibilities:

- Undertake natural resource management (NRM) activities across the reserve including, but not limited to, fire management, pest animal control, weed control, soil conservation, infrastructure, road and fence maintenance as identified in the Reserve Management Plan.
- Ensure Bush Heritage safety culture and Health, Safety and Environment Management System including compliance with legislative requirements are incorporated into all activities on reserve.
- Contribute to and implement reserve management work plans (informed by the Conservation Management Planning process) and budgets in collaboration with the Healthy Landscape Manager and Conservation Planning team.
- Working with the Healthy Landscape Manager to develop and manage contracts for the supply of a range of NRM and infrastructure related activities.
- Ensure reserve vehicles, plant, equipment and infrastructure are maintained either through routine maintenance or through contractor engagement.
- In collaboration with Aboriginal Partnership Managers and the broader reserve team, support and maintain relationships with Traditional Custodians including supporting on Country visits and activities.
- Develop and maintain effective relationships with a diverse range of stakeholders, including the local community, volunteers, neighbours, and government agencies, to ensure collaborative and successful reserve management goals and advance positive environmental outcomes for the region.
- Manage the day-to-day activities of direct reports by providing clear direction, monitoring performance, and addressing any issues in a timely manner. Support capability and development through regular checks, coaching and constructive feedback of any direct reports.

### **Secondary Responsibilities**

- In collaboration with ecologists, support the facilitation of Bush Heritage's Science and Monitoring program.
- Engage with Bush Heritage supporters through active support of and participation in reserve-based visitation.
- Support the implementation of Bush Heritage's marketing and communications program by providing content and materials from the reserve (e.g. photos, and stories) to assist the Engagement Team.
- Assist the Healthy Landscape Manager in the implementation of incident response, search and rescue procedures, field worker safety and medical emergency procedures, and natural disaster contingency procedures.
- Manage annual performance and career development process including the supervision, training and appraisal of any direct reports.
- Support external research partners as required.
- Assistance with the review of Reserve and Fire Management Plans.

**Key outcomes:**

- The Reserve is managed to a high standard in line with the Reserve Management Plan goals and priorities.
- Healthy, positive and productive stakeholder relationships, especially with Traditional Custodians, volunteers, research institutions and the local community.
- Effective management of reserve budgets, with spending monitored and reported within approved allocations.
- Motivated and productive team delivering safe and effective reserve operations.
- Full and timely reports provided to the Healthy Landscape Manager on project progress and expenditure.

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**Selection criteria****Essential**

- Commitment for nature conservation and the objectives and values of Bush Heritage.
- Demonstrated experience in land management, with specific experience in NRM pest plant and animal control, soil conservation, and fire management and suppression.
- Demonstrated experience implementing Health, Safety and Environment Management Systems and legislation.
- Demonstrated experience and skills maintaining and operating reserve or similar (i.e. pastoral station) infrastructure, roads, plant and equipment.
- Demonstrated experience building and maintaining effective relationships with Indigenous peoples, the pastoral sector, science partners, landholders and a diverse range of stakeholders, supported by excellent communication and interpersonal skills.
- Demonstrated skills and experience in managing staff and volunteers in a remote location.
- Experience and the ability to live and work in remote, isolated areas with excellent practical and problem-solving skills that enable self-sufficiency living on reserve including knowledge of risk assessment procedures.
- Demonstrated proficiency in computer and data management systems, including spatial data capture using GPS devices, and competence with MS Office, GIS, spreadsheet, financial, and data management software.
- Demonstrated experience in managing projects, budgets, and contractors.
- Licences / certifications:

- Manual Driving licence, including 4WD experience (or commitment to obtain prior to employment).
- Current First Aid certificate (or commitment to obtain prior to employment).
- State/Territory Firearm license (or commitment to obtain at Bush Heritage expense prior to employment).
- Working with Children Check - if role determines direct contact with children (or commitment to obtain prior to employment).

### **Desirable**

- Practical experience in the pastoral industry such as building and maintaining fences, operating tractors and earthmoving equipment, mechanical and infrastructure maintenance skills.
- Experience in cultural resource management, especially with Traditional Custodians.

## **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**

<b>Position title of manager</b>	Healthy Landscape Manager
<b>Position titles which also report to manager</b>	Reserve Manager Ecologist
<b>Titles of positions that may report to this position</b>	Field Officer Intern
<b>Key internal relationships</b>	Aboriginal Partnership Manager Science and Conservation Team Marketing and Fundraising Team Corporate Service Team
<b>Key external relationships</b>	Unique to the location Local community

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## Appendix

### Work Health and Safety – Job Demands Checklist

The purpose of this form is to manage the risks associated with the position in relation to the prospective employee. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risks can also assist with the development of a training plan for the employee to ensure the risks are minimised.

By completing an online application, you will be asked if you have read the job description supplied including the table below which identifies the hazards you might be exposed to. You will also be asked to disclose if you have any health concerns that would prevent you from undertaking the duties as described 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
<b>Environmental Demands</b>					
<b>Dust - Exposure to atmospheric dust.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gases - Working with explosive or flammable gases requiring precautionary measures.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fumes - Exposure to noxious or toxic fumes.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise - Environmental / background noise requiring people raise their voice to be heard when 1 metre apart.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazardous substances - e.g. herbicides, poisons.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Lighting - Risk of trips, falls or eyestrain.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunlight - Risk of sunburn exists from spending extended periods of time in sun.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>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.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Confined Spaces - areas where only one egress (escape route) exists.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Housekeeping - Obstructions to walkways and work areas cause trips and falls.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Hazards - e.g. exposure to bodily fluids, bacteria, infectious diseases.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Physical Demands</b>	<b>N/A</b>	<b>Infrequent</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>
<b>Sitting - remaining in a seated position to perform tasks for extended periods</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sitting in vehicles – long drives of up to 8 to 10 hours in a single day may occur</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standing - remaining standing without moving about to perform tasks.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking ground: even / uneven / slippery, indoors / outdoors, slopes.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Running ground: even / uneven / slippery, indoors / outdoors, slopes.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Trunk Twisting - Turning from the waist while sitting or standing to perform tasks.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling - remaining in a kneeling posture to perform tasks for extended periods of time.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Squatting/Crouching - Adopting a squatting or crouching posture to perform tasks for a period of time.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leg /Foot Movement - Use of leg and / or foot to operate machinery.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Climbing (stairs/ladders) - Ascend / descend stairs, ladders, and steps.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying - Light lifting &amp; carrying - 0 - 9 kg.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting/Carrying - Moderate lifting &amp; carrying - 10 - 15 kg.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting /Carrying - Heavy lifting &amp; carrying - 16kg &amp; above.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching - Arms fully extended forward or elevating above shoulder.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing/Pulling/Restraining - Using force to hold or move objects to or from the body.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Head/Neck Postures - Holding head in a position other than neutral (facing forward).</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand &amp; Arm Movements - Repetitive movements of hands and arms.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasping/Fine Manipulation - Gripping, holding, clasping with fingers or hands.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work At Heights - Using ladders, accessing roof racks, stools, scaffolding, or other objects to perform work.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving - Operating any machinery that is mobile.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	N/A	Infrequent	Occasional	Frequent	Constant
<b>Psycho-social Demands</b>					
<b>Distressed People - e.g. Emergency or grief situations.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Aggressive &amp; Uncooperative People.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exposure to cultural differences – e.g. work requires or involves discussions and interactions with diverse Aboriginal and Torres Strait cultures.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exposure to Distressing Situations - e.g. animal death.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>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.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>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.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Social connectedness – work requires or involves discussion of duties with other people, online or in person</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proximity – work requires or involves being physically close to other people</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	N/A	Infrequent	Occasional	Frequent	Constant
<b>Sensory Demands</b>					
<b>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.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Hearing - Use of hearing is an integral part of work performance e.g. phone meetings.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Smell - Use of smell is an integral part of work performance e.g. Working with chemicals.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Taste - Use of taste is an integral part of work performance e.g. Food preparation.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Touch - Use of touch is an integral part of work performance (typing).</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>