



BioDiversity Legacy Ltd
ABN 20660808855
[BIODIVERSITY LEGACY LTD | ACNC](#)

Position Details

Position Title:	Pathway Implementation Manager
Job Type:	Full time / Part time
Hours of Work:	Flexible
Reports to:	Head of Conservation Engagement & Partnerships
Direct reports:	1-3 members of the Program Delivery team
Award:	SCHADS Award - Level 5
Salary:	Salary of \$110,000 per annum + 15% superannuation
Location:	Remote working Victoria or New South Wales preferred

About us

Biodiversity Legacy (BDL) provides a pioneering approach to protecting land for future generations, and for engaging regional communities in ongoing environmental stewardship. We fill a gap in biodiversity conservation where protection via another existing conservation pathway isn't possible or suitable. Specifically, we:

- Facilitate land protection through the transfer of title into safe community-governed not-for-profit ownership structures for long-term conservation;
- Provide ongoing governance support to ensure that land is protected according to its intended purpose.

Our culture

At BDL, we believe meaningful work happens when individuals are valued, empowered, and connected to a greater mission and vision. Our *people and purpose* approach is centred on partnering with employees, helping them thrive and contribute meaningfully towards individual



[Biodiversity Legacy Ltd.](#), respectfully acknowledges First Nations People as the Traditional Custodians of the land and waters across the continent, with sovereign rights and cultural obligations to Country. We recognise their continuing connection to land, sea and community and pay our respects to the Elders past, present and emerging. We extend that respect to all First Nations People.



and organisational goals. By focusing on people and their connection to our mission, we aim to create an engaged, empowered, and values-driven workplace.

Our vision, mission and values

Vision: Thriving ecosystems protected for future generations.

Mission: Enable enduring conservation of land and waters by connecting people, places and pathways, and strengthening the systems, policies and partnerships that sustain lasting outcomes.

Purpose: To enable the protection of places of ecological and cultural importance

Values: Connection, Trust, Community & Respect for Nature.

The Role

As the Pathway Implementation Manager you play a central operational role within BioDiversity Legacy's conservation delivery framework.

Working collaboratively with Regional Coordinators and Managers, the Executive and external advisors, this role translates conservation opportunities into structured, implementable, and well-coordinated land protection. Using established BioDiversity Legacy pathways and frameworks the role will ensure conservation intent is translated into enduring, legally sound outcomes.

The role holds primary responsibility for coordinating and leading conservation project delivery across Australia through establishment and implementation phases. This includes managing the end-to-end delivery of land transactions, legal structures, documentation and associated governance processes.

Position requirements

1. Key Responsibilities	Primary Purpose To strengthen Biodiversity Legacy's impact through delivery of structured, implementable, and well-coordinated conservation outcomes. This role bridges on-ground conservation efforts with the governance structures needed for enhanced long term biodiversity protection and management outcomes.
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Conservation Pathway Scoping and Translation

- Work collaboratively with Regional Coordinators to translate conservation opportunities into structured pathways
- Support feasibility assessment, pathway scoping and delivery planning
- Apply established BioDiversity Legacy conservation frameworks and delivery models to project implementation
- Identify legal, governance, operational, and transactional requirements for delivery
- Identify and highlight pathway risks, constraints and dependencies early in the process
- Provide practical implementation input into pathway design and refinement discussions with Regional Coordinators and the Executive and engage legal advisors where appropriate.

Project Delivery & Implementation Management

- Hold operational responsibility for implementation of conservation projects
- Lead and coordinate end-to-end delivery processes, including:
 - land transfers and subdivision processes
 - establishment of Local Landholding Entities (LLEs)
 - stewardship management agreements
 - governance implementation processes
 - transactional and operational execution
- Coordinate all implementation activities across legal advisors, consultants, service providers, landholders, and governance representatives
- Develop and maintain delivery plans, timelines, milestones, and tracking systems
- Establish implementation roadmaps to ensure timelines and documentation is completed as required
- Proactively identify, manage, and resolve delivery risks, issues, and bottlenecks
- Coordinate communications with external advisors
- Ensures quality outcomes by carefully managing governance process including title review, due diligence tasks, documentation and record keeping

Operational Coordination & Systems Management



- Act as a central coordination point across multiple concurrent projects and workstreams
- Ensure BDL conservation pathways and processes are delivered consistently across all projects
- Maintain project tracking systems, documentation, workflows, and operational records in the CRM
- Support consistency and integrity of implementation systems across the organisation
- Maintain clear, timely, and professional communication across all project stages
- Contribute to a culture of trust and accountability

Governance & Supporting Member Coordination

- Manage administrative and coordination functions associated with BioDiversity Legacy's Supporting Member role within LLE structures
- Ensure governance correspondence is appropriately received, recorded, and directed to the correct internal authority (Board, Executive, or delegated representative)
- Maintain governance records, notifications, and compliance tracking systems
- Ensure procedural integrity in governance communication and documentation
- This function is administrative and coordination-based only and does not include governance decision-making authority

Systems Learning & Pathway Improvement

- Identify opportunities to improve implementation systems, tools, and workflows
- Contribute operational insights to the refinement of conservation delivery models
- Support Executive-led development of new or emerging conservation pathways where required
- Strengthen organisational learning through practical delivery experience
- Escalate strategic, financial, or reputational risks to the Executive as required

General

- Provide general support as needed to strengthen BDL's core programs and organisational functions.



	<ul style="list-style-type: none"> ● Collaborate closely with staff across different states and roles to ensure smooth day-to-day operations. ● Additional duties as required.
	<p>Policies, Procedures & Systems</p> <p>All BDL employees have a responsibility to follow our policies, procedures and systems for safe and effective work practices. This requirement includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> ● Utilise organisation filing systems and adhere to finance, accounting and people and purpose policies and procedures, including engaging with relevant programs, e.g.: <ul style="list-style-type: none"> ○ Monday CRM platform; ○ Xero for accounting and payroll; ○ Google Workspace for organisational record keeping,. ● Maintaining data integrity, accuracy and confidentiality: <ul style="list-style-type: none"> ○ Ensuring accuracy, completeness and consistency of record keeping; ○ Maintain accurate records for reporting and budgeting purposes; ○ Maintain confidentiality including compliance with IT security systems and processes. ● Participate in WHSW processes to identify and reduce risks.
	<p>Professional Standards</p> <p>All BDL employees have a responsibility to follow the professional standards outlined in our Code of Conduct.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> ● Model our organisation values; ● Meet personal presentation standards; ● Ensure professional & informative communication; ● Assist with other duties for which you are suitably skilled, without detriment to essential deliverables.
	<p>Key Performance Indicators</p> <p>All BDL employees are expected to deliver on the priorities outlined in their Position Description. Deliverables will be formalised in collaboration and aligned with role, experience level and pro-rata employment.</p>



<p>2. Qualifications & Licences</p>	<p>Essential Qualifications & Licences</p> <ul style="list-style-type: none"> • Tertiary qualification in law, environmental law, governance, environmental science, project management, or a related discipline. • Current Australian driver's licence • Right to work in Australia. <p>Desirable Qualifications & Licences</p> <ul style="list-style-type: none"> • Training or certification in community engagement, project management.
<p>3. Skills & Experiences</p>	<p>Required Skills & Experience</p> <ul style="list-style-type: none"> • Demonstrated experience in one or more of the following: land administration, legal, contract management, project management, governance or related fields • Strong understanding of contract management, documentation control and governance • Demonstrated experience coordinating complex, multi-stakeholder projects • High attention to detail with a focus on data integrity and version control • Clear, confident communication skills, with the ability to negotiate, problem-solve and build trust • Innovative and solutions-oriented, comfortable navigating complexity and driving adaptive approaches. • Collaborative and values-driven with a commitment to ethical and transparent leadership. • Pragmatic problem-solver, able to balance compliance with creativity and adaptability. • Clear and confident communicator, able to engage effectively with the Board, staff, partners, and funders. <p>Desirable Skills & Experience</p> <ul style="list-style-type: none"> • Knowledge of property law, land transfer mechanisms, or conservation covenanting frameworks. • Familiarity with governance of community-based landholding entities or not-for-profit conservation organisations. • Understanding of governance structures, land transactions, stewardship models, or conservation mechanisms • Experience coordinating legal, transactional, or implementation processes involving multiple stakeholders



	<ul style="list-style-type: none"> ● Familiarity with compliance, governance, or structured documentation systems
4. Personal Qualities & Traits	<p>Ideal Candidate This is a hands-on delivery role suited to someone who thrives in structured complexity, bringing order to multi-stakeholder environments and ensuring conservation intent is translated into enduring, legally sound outcomes.</p> <p>Distinguishing Qualities</p> <ul style="list-style-type: none"> ● Highly organised and detail-oriented ● Strong problem solving skills ● Proactive, efficient and responsive ● Strong written and verbal communicator ● Adaptable and collaborative
5. Employee Benefits	<ul style="list-style-type: none"> ● Above-award Superannuation: 12% standard plus 3% employer contribution - Total 15% ● Opportunities to attend conferences, networking events and landowner properties. ● Flexible, remote role. ● Opportunities to support projects and initiatives as aligned with candidate skills, professional development aspirations and organisational needs.
6. Employment Eligibility	<p>The person in this role is required to have the following:</p> <ul style="list-style-type: none"> ● Be an Australian Citizen. Permanent Resident or hold a valid work permit or visa ● National Police Records Check which will comply with the 100-point Proof of Identity Check
I have read and understood the expectations of this role as outlined in this document	
Employee Name	
Employee Signature	
Date Signed	

