

Position description

POSITION TITLE	Senior Field Officer – Charles Darwin & Wanarra Reserve
ROLE GRADE	C
LOCATION	Wanarra Reserve, Midwest WA
DATE REVIEWED	July 2026
POSITION BASIS	Full Time, 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

Reporting to the Reserve Manager, the Senior Field Officer is responsible for fulfilling the responsibilities associated with this position. The Senior Field Officer will work with the Reserve Manager to ensure the day-to-day management of the Reserve meets the goals of the Reserve Management Plan and Bush Heritage. Reserve-based staff will manage and work in collaboration with non-reserve staff to contribute to the operation of the reserve.

Key responsibilities

Primary responsibilities:

1. Ensure safe reserve operations that are aligned with Bush Heritage's safety systems and requirements, under guidance of the Reserve Manager.

2. Undertake and assist with infrastructure development projects including repairs and maintenance of fences, housing, cattle/sheep yards, roads, sheds and plant and equipment.
3. Support the implementation of the Reserve Management Plan, including but not limited to fire, pest animal, weed and soil conservation programs.
4. Assist in the preparation of monthly progress reports, weed and fauna data, WHS assessments, and perform other administrative tasks as required e.g. contributing to reviewing/updating reserve operational manual and Reserve Management Plan.
5. Contribute to project and contractor management under as guided by the Reserve Manager.
6. Build relationships with the broader community including neighbouring landholders, Traditional Custodian communities and other stakeholders.
7. Assist Reserve Manager and other staff with oversight of visitors on reserve.

Secondary responsibilities (as needed or occasional):

8. Contribute to ecological monitoring and support external research partners on reserve, as required.
9. Contribute to conservation planning and other projects as required.
10. Participation in incident control particularly fire management, as required (and suitable qualifications / experience).
11. Supervise contractors and volunteers and other visiting BHA staff including the delivering onsite inductions.
12. Support reserve visits and help deliver community and supporter engagement activities.
13. Undertake patrols and inspections throughout the reserve.

Key outcomes:

1. Well-managed and safe reserve operations including well-maintained reserve assets and infrastructure.
2. Implementation of key conservation activities aligned with Reserve Management Plans.
3. Positive Bush Heritage profile and relationship development with the local and broader communities.

Selection criteria

Essential

- Commitment and passion for nature conservation and alignment with Bush Heritage's values and objectives.

- Demonstrated and practical work experience in land management and natural resource management (e.g. pest plant and animal control, soil conservation, and fire management and suppression).
- Demonstrated experience in health and safety risk assessment procedures and requirements, and ability to implement WHS systems/procedures.
- Strong skills and experience in infrastructure management in an agricultural/pastoral/NRM environment, including the ability to maintain and repair infrastructure, plant and equipment; ensure assets are kept in safe and serviceable condition; coordinate tradespeople; and safely operate a range of machinery and plant.
- Demonstrated understanding of and experience working in remote and isolated environments.
- Contractor and project management skills
- Strong communication skills, both written and oral
- Demonstrated proficiency in computer use including spatial data capture using GPS devices, and competence with MS Office.
- Moderate to high level of physical fitness to undertake required manual activities.
- Demonstrated ability to work both independently and as a team member under both direct and remote supervision.
- Ability to collaborate, work well with and supervise staff, volunteers, visitors and contractors.
- Manual driving licence (including 4WD experience or willingness to acquire).

Desirable

- Relevant qualifications in conservation, land management or natural resource management e.g. Certificate 3 or higher in Conservation and Ecosystem Management or similar.
- Experience with financial and data management systems.
- Familiarity with the pastoral industry and station operations, particularly in the local region.
- Experience working with Traditional Owners and diverse stakeholders.
- A range of certificates (and accompanying experience) including but not limited to: chainsaw, first aid, firearms, fire crew member, ChemCert, tractor operation and other machinery skills (or willingness to acquire).
- Experience with welding, basic fabrication, building infrastructure maintenance, road building, drainage, surface repair, basic mechanics, and fencing.

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	Reserve Manager
Position titles which also report to manager	Field Officers
Titles of positions that report to this position	Volunteers Contractors
Key internal relationships	Volunteer Coordinator, Ecologists, Reserve Managers, Healthy Landscape Manager, Aboriginal and Torres Strait Islander Partnerships Manager
Key external relationships	Traditional Owners, Volunteers, Contractors, Government and non-Government agencies, Corporate and Community representatives and neighbouring landholders.

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 of the time when performing the job

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

Sunlight - Risk of sunburn exists from spending extended periods of time in sun.	☐	☐	☐	☐	☒
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.	☐	☐	☒	☐	☐
Confined Spaces - areas where only one egress (escape route) exists.	☐	☒	☐	☐	☐
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground.	☐	☐	☐	☐	☒
Housekeeping - Obstructions to walkways and work areas cause trips and falls.	☐	☒	☐	☐	☐
Biological Hazards - e.g. exposure to bodily fluids, bacteria, infectious diseases.	☐	☒	☐	☐	☐

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

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

	N/A	Infrequent	Occasional	Frequent	Constant
Psycho-social Demands					
Distressed People - e.g. Emergency or grief situations.	☐	☐	☒	☐	☐
Aggressive & Uncooperative People.	☐	☐	☒	☐	☐
Exposure to cultural differences – e.g. work requires or involves discussions and interactions with diverse Aboriginal and Torres Strait cultures.	☐	☐	☐	☐	☒
Exposure to Distressing Situations - e.g. animal death.	☐	☐	☒	☐	☐
Remote working conditions - e.g. hours away from nearest town. May be required to camp or live in donga with limited or shared access to amenities.	☐	☐	☐	☐	☒
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.	☐	☒	☐	☐	☐
Social connectedness – work requires or involves discussion of duties with other people, online or in person	☐	☐	☐	☐	☒
Proximity – work requires or involves being physically close to other people	☐	☐	☐	☒	☐

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.	☐	☐	☐	☐	☒
Hearing - Use of hearing is an integral part of work performance e.g. phone meetings.	☐	☐	☐	☐	☒
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals.	☐	☐	☐	☒	☐
Taste - Use of taste is an integral part of work performance e.g. Food preparation.	☒	☐	☐	☐	☐
Touch - Use of touch is an integral part of work performance (typing).	☐	☐	☐	☐	☒