



SEA COUNTRY
Indigenous Protected Area (SCIPA)
Coordinator
Level 7

JOB PURPOSE

Reporting to the *Land & Sea Manager*, the *Sea Country IPA Coordinator* will:

1. Lead KTLA's Sea Country Indigenous Protected Area Program, ensuring it follows Karajarri Lore and Culture, Traditional Owner priorities and the Karajarri Healthy Country Plan.
2. Work closely with Karajarri Elders, Traditional Owners, the *Land and Sea Manager*, *IPA Coordinator*, *Training & Development Coordinator*, *Ranger Coordinators*, *Marine Operations and Vessel Coordinators*, *Rangers*, KTLA staff and external partners to set and deliver long-term Sea Country priorities.
3. In collaboration with the *Training & Development Coordinator*, build the skills of Ranger Coordinators and Rangers so they can safely and confidently carry out marine and coastal work.
4. Provide clear technical and strategic advice to the *Land and Sea Manager*, *Chief Executive Officer* and other KTLA leaders on marine conservation, Sea Country management, vessel operations, program performance, compliance, partnerships, risks and opportunities.

KEY ACCOUNTABILITIES

1. Lead KTLA's Sea Country Program and long-term Sea Country Strategy, to ensure they reflect Karajarri Traditional Owner priorities, Karajarri Lore and Culture, the Healthy Country Plan and KTLA's goals.
2. Manage program planning, staffing, budgets, resources, risks, compliance, performance and reporting, and improve systems where needed.
3. Oversee onshore and offshore Sea Country work, including vessel operations, marine patrols, monitoring, research, cultural mapping, compliance activities and Traditional Owner access to Sea Country.
4. Provide clear leadership and technical advice on marine conservation, fisheries, coastal management, cultural resource management, vessel operations and Sea Country governance.
5. Develop and maintain marine policies, governance processes, Standard Operating Procedures, Safe Work Method Statements, emergency procedures and vessel safety systems.
6. Ensure all Sea Country activities meet legal, funding, safety, KTLA policy, Australian Maritime Safety Authority and National Standard for Commercial Vessels requirements.
7. Build strong partnerships with government, research organisations, universities, industry, neighbouring Traditional Owner groups and Indigenous organisations.
8. Work with the *Training & Development Coordinator* to build Ranger Coordinator and Ranger capability, support succession planning, and represent KTLA in Sea Country forums.



GENERAL

STAFF MANAGEMENT & DEVELOPMENT

1. Provide leadership, direction and support to *Marine Operations* and *Vessel Coordinators* and *Rangers* involved in Sea Country activities.
2. Work with *Coordinators* and relevant managers to address performance, conduct, attendance, capability or compliance concerns in accordance with KTLA policies and procedures.
3. Support the recruitment, induction and development of staff appointed to Sea Country roles.
4. Ensure all staff working within the Sea Country Program maintain required licences, qualifications, clearances and competencies.
5. Develop and maintain an active succession plan for Sea Country leadership, vessel operations, marine compliance and technical specialist roles.
6. Promote a respectful, culturally safe and inclusive workplace that supports Karajarri employment, leadership and professional development.
7. Build the capability of *Coordinators* to increasingly plan, supervise, evaluate and report on Sea Country activities with reduced day-to-day support.

SEA COUNTRY OPERATIONS

1. Lead the planning, prioritisation and delivery of KTLA's annual Sea Country operational program.
2. Ensure Sea Country activities are guided by Karajarri Lore and Culture, Traditional Owner priorities, the Healthy Country Plan, seasonal conditions and available resources.
3. Approve and oversee marine patrols, field operations, research activities, monitoring programs and other onshore and offshore Sea Country work.
4. Ensure operational plans clearly identify objectives, responsibilities, cultural requirements, safety controls, resources, timeframes, reporting requirements and expected outcomes.
5. Facilitate Traditional Owner access to Sea Country and ensure Elders and knowledge holders are appropriately involved in planning, fieldwork, evaluation and decision-making.
6. Review the effectiveness of Sea Country activities and ensure lessons learned are incorporated into future planning, procedures and resource allocation.
7. Ensure marine and coastal data is recorded accurately, stored securely and used to inform adaptive management, reporting and future investment decisions.
8. Lead the design and implementation of new Sea Country projects where these support Healthy Country Plan priorities and provide lasting benefits to Karajarri Traditional Owners.

MARINE COMPLIANCE & SAFETY

1. Ensure all marine activities comply with AMSA (Australian Maritime Safety Authority) legislation.
2. Ensure all vessel operations comply with National Standard for Commercial Vessels requirements.
3. Maintain vessel safety management systems.
4. Develop and maintain marine Standard Operating Procedures.
5. Conduct marine risk assessments.
6. Ensure emergency response procedures are maintained and practised.
7. Ensure all marine equipment is maintained and serviced.
8. Monitor compliance with workplace health and safety legislation.



ASSETS

1. Manage Sea Country vessels, trailers, marine equipment and other program assets.
2. Develop and maintain an asset plan covering replacement, upgrades, servicing, compliance, costs and future program needs.
3. Ensure vessels and marine assets are safe, compliant, well maintained, properly stored and ready for use.
4. Keep asset records up to date, including certificates, servicing history, inventories, registration details, faults, repairs and compliance documents.
5. Plan and recommend major repairs, replacements and purchases, and make sure staff understand their responsibilities for safe use, cleaning and care of marine assets.

PLANNING & WORK PROGRAMS

1. Develop and maintain KTLA's long-term Sea Country Strategy in consultation with Traditional Owners, senior management and relevant partners.
2. Translate the Sea Country Strategy and Healthy Country Plan priorities into annual work programs, budgets, schedules and measurable performance targets.
3. Support the preparation of major funding submissions, project proposals, business cases and program development plans.
4. Prepare progress reports, acquittals and program evaluations for funding agencies, senior management and the Board.
5. Develop and maintain a Sea Country risk register covering operational, financial, cultural, environmental, compliance, workforce and partnership risks.
6. Lead annual and periodic reviews of the Sea Country Program and recommend changes to priorities, procedures, staffing, funding and resource allocation.
7. Ensure work planning incorporates cultural seasons, Traditional Owner availability, weather conditions, vessel availability, staff capability, training commitments and other operational constraints.
8. Coordinate planning across KTLA departments where Sea Country activities intersect with fire, land management, cultural heritage, research, training, tourism or community priorities.

GOVERNANCE, POLICY & ORGANISATIONAL LEADERSHIP

1. Develop and maintain Sea Country governance, policies and standards that reflect Karajarri cultural authority, Traditional Owner decision-making and KTLA responsibilities.
2. Review program performance, systems, procedures and risks, and make improvements that strengthen safety, accountability, cultural integrity and outcomes.
3. Prepare reports, briefings, policy advice, funding submissions and recommendations for senior management, the Board, government agencies and other authorities.
4. Contribute to KTLA-wide planning, policy, risk management and decision-making, and provide timely advice on issues that may affect KTLA's cultural, legal, financial or operational interests.



PARTNERSHIPS & REPRESENTATION

1. Represent KTLA as a senior organisational representative at Indigenous land and sea management forums.
2. Develop and maintain strategic partnerships with government agencies, research organisations, universities, Indigenous organisations, industry, funders and neighbouring Traditional Owner groups.
3. Lead negotiations concerning research projects, service agreements, memoranda of understanding, funding arrangements and collaborative management initiatives.
4. Ensure partnerships are aligned with Karajarri priorities, provide clear benefits to Traditional Owners and protect cultural knowledge, data ownership and intellectual property.
5. Participate in regional planning processes and advocate for Karajarri rights, interests and priorities in Sea Country decision-making.

TRADITIONAL OWNER ENGAGEMENT

1. Work alongside Elders and Traditional Owners to guide Sea Country priorities.
2. Ensure Traditional Ecological Knowledge informs marine management.
3. Support intergenerational transfer of marine cultural knowledge.
4. Facilitate on-country planning meetings.
5. Respect cultural protocols and governance arrangements.

DEVELOPMENT – RANGER UNIT

1. Mentor Ranger Coordinators to lead marine and coastal work safely, confidently and in line with Karajarri priorities, KTLA procedures and Sea Country program goals.
2. Develop clear marine competency pathways for Rangers and Ranger Coordinators, including vessel operations, marine safety, compliance, monitoring, cultural mapping, data collection and supervision.
3. Work with the Training and Development Coordinator to identify capability gaps, source suitable training and make sure qualifications, licences and competencies are recorded and kept current.
4. Coordinate mentoring and practical support from Traditional Owners, experienced Rangers, marine specialists, research partners and other external experts.
5. Build Ranger capability in marine survey techniques, marine GIS, data management, reporting, risk assessment, work planning and practical Sea Country project delivery.

DEVELOPMENT – SELF

1. Maintain current knowledge of marine legislation, Indigenous land and sea management, conservation practice, adaptive management, workplace safety and relevant government policy.
2. Maintain professional qualifications, licences and technical competencies required for the role.
3. Undertake ongoing professional development in leadership, financial management, policy development, risk management, project management, employment relations and strategic planning.
4. Attend relevant meetings, conferences, forums, exchanges and professional networks.



5. Maintain awareness of emerging marine conservation methods, technology, research, funding opportunities and regulatory changes.
6. Undertake further formal study where this supports the needs of the position and KTLA's strategic direction.

QUALIFICATIONS & EXPERIENCE

QUALIFICATIONS | LICENCES & CLEARANCES

Essential

A tertiary qualification in Marine Science, Marine Ecology, Fisheries, Environmental Science, Natural Resource Management or another relevant discipline, together with substantial relevant experience.

OR

Extensive experience, expertise and competence in Indigenous Sea Country management, marine conservation, program leadership and staff management at a level sufficient to perform the full responsibilities of the position.

Licences and clearances — Essential

1. Current manual driver's licence.
2. Current First Aid Certificate.
3. Ability to obtain National Police Clearance and Working with Children Check.

Desirable

1. Coxswain (grade I) or higher commercial marine qualification.
2. Qualification in leadership, management, project management or business administration.
3. Marine Radio Operator Certificate.
4. Postgraduate qualification in a relevant technical or management discipline.

EXPERIENCE

Essential

1. Extensive experience working with Indigenous Rangers, Traditional Owners and Aboriginal communities, including the ability to communicate, consult and work in a culturally appropriate manner.
2. Extensive experience managing a marine, coastal conservation, Indigenous land and sea management or natural resource management program.
3. Demonstrated experience developing and implementing annual work programs



4. Demonstrated experience leading, coaching, performance-managing and developing staff
5. Demonstrated experience managing program budgets, monitoring expenditure and reporting on financial performance.
6. Demonstrated experience managing commercial vessels and marine assets, including associated safety, maintenance, reporting and compliance systems.
7. Demonstrated experience applying adaptive management frameworks, such as Conservation Action Planning, to plan, monitor, evaluate and improve management actions.
8. Demonstrated experience working across multiple projects, priorities, funding streams and stakeholder expectations.
9. High-level written and verbal communication skills, including experience presenting complex information to community members, senior managers, Boards, government representatives and technical audiences.

Desirable

1. Knowledge of Native Title, land tenure, prescribed body corporate governance and Aboriginal corporation governance.
2. Detailed knowledge of the National Standard for Commercial Vessels and associated marine legislation.
3. Knowledge of research ethics, Indigenous data sovereignty, cultural intellectual property and information governance.
4. Technical or trade skills relevant to remote ranger operations, including vessel maintenance, small engines, construction, fire, weeds, cultural mapping or plant and animal identification.
5. Experience operating in remote coastal environments and responding to changing weather, logistical and operational conditions.