

Position Profile

Designation:	Administration and Operations Support Officer (Central)
Reporting to:	Regional Operations Manager - Central , or as delegated.
Supervising:	From time-to-time staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.
Based at:	Alice Springs, NT

Organisational context:

AWC is a pragmatic global conservation leader, restoring landscapes and securing the future of Australia's most endangered wildlife through science led, measurable impact at scale. Inspired by the richness of Australia's biodiversity, we are united by a shared commitment to protect its unique animals and habitats.

Delivering this mission depends on OneAWC: a cohesive, engaged and high performing organisation, guided by strong leadership and shared values. Every role at AWC contributes to our mission and works collaboratively towards shared conservation, safety and organisational outcomes.

AWC values:

AWC's work is guided by the following values. In pursuing our mission, we are:

- **Accountable** – taking ownership of our actions and outcomes
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Respectful** – demonstrating care, recognition and integrity
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Sustainable** – delivering long-term financial and ecological viability.

The Central region comprises of ten sanctuaries or partnership sites located across the Northern Territory and South Australia. These properties: Pungalina, Wongalara, Bullo River, Newhaven and Ngalurrtju (NT), and Kalamurina, Buckaringa, Dakalanta, Yookamurra, and Western River Refuge (SA), span almost two million hectares and protect a diversity of threatened species and habitats. Each sanctuary has its own unique requirements for the management of fire, the control of invasive species, the restoration of ecosystems and the management of visitors. Additional new sanctuaries or project sites may be acquired under AWC 10-year strategy that has a focus on extending our conservation reach.

The Central region is made up of a team of permanent staff, several interns and research students, and draws on a range of casual staff and volunteers. Day-to-day operations are overseen by the Operations/Sanctuary Managers, while science programs are led by the Regional Ecologist. The operations and science streams work together to design, implement and measure the effectiveness of land management strategies.

The **Administration and Operations Support Officer (Central)** will assist in the administration of programs and planning of project operations across AWC's Central region. The role is responsible for maintaining and developing systems that support the continuity of the delivery of effective conservation land management across these projects.

Critical Competencies:

1. Excellent interpersonal, communication and relationship-building skills, including the ability to develop and maintain relationships with a diverse range of stakeholders.
2. Demonstrated planning and organisational skills, including an ability to prioritise and execute a large number of tasks in an efficient manner.
3. The ability to improvise and 'problem-solve', developing practical solutions with limited resources.
4. Demonstrated ability to manage financial resources including:
 - a. Assisting with the development of annual operating budgets.
 - b. Coding and tracking expenditure and operating within a budget.
 - c. Assisting with the preparation of written financial reports.
5. Demonstrated ability to provide project support including:
 - a. Assistance with the development of procedural documents.
 - b. Assistance with the collection and collation of information required for project planning and delivery (I.e. supplier/contractor details, quotes, scheduling).
 - c. Coordination of staff travel itineraries and booking.
6. Excellent or demonstrated ability in use of standard business software packages (including Word, Outlook, Excel and web based sharepoints) is essential.
7. Willingness to travel.
8. A background or interest in nature conservation is desirable.

Qualifications:

1. Formal qualifications in a relevant discipline would be an advantage, but is less important than strong, practical experience and a good track record of delivering 'on-ground' results.

Licenses & Certificates:

1. Valid manual driver's license and 4WD experience essential. Training can be undertaken prior commencement.
2. Senior first aid certificate (remote certification – highly desirable).
3. Nationally Coordinated Criminal History Check, or willingness to obtain.

Other key positions in Central region relative to this role:

The Administration & Operations Support Officer reports directly to, and supports, the Regional Operations Manager, and will liaise closely with other staff in the Central region, in particular:

- **Operations** staff whose responsibility is to manage and implement a range of land management programs (feral animal control, weed control, fire management) and asset and infrastructure, construction and maintenance.

- A team of ecologists in the Central South region, including the Regional Ecologist – Central South, Wildlife Ecologists and Senior/Field Ecologists who implement the conservation and science programs in the Central region.
Within AWC, the Operations and Science teams work in an integrated manner to design and deliver conservation and land management, measure and report on ecological health.

Inherent requirements of the role:

The execution of tasks associated with the position is predominately office-based using a computer and associated office equipment however may involve fieldwork in remote locations and can sometimes be away from an established field base. The successful applicant must be physically and mentally capable of performing these activities in the locations required in order to carry out the inherent role responsibilities.

Responsibilities:

1. Provide administrative support to regional staff
Key activities and responsibilities: • Coordinate and implement travel and flight bookings for Operations and Science Team staff and arrangements as required. • Assist with the preparation and submission of quarterly fuel consumption reports. • Assist the Operations and Science Team staff with the completion of the annual insurance renewal submission. • Assist the Operations and Science Team staff with the preparation and submission of monthly financial acquittals. • Assist the Sanctuary Managers with the development and maintenance of Sanctuary Operations Manuals.
2. Assist with Operations plan preparation and reporting
Key activities and responsibilities: • Assist the Regional Operations Manager and Sanctuary/Operations Managers, as required, with: ○ Data required for the preparation of Operational plans. ○ Collation and submission of Operations reports.
3. Assist with budget preparation and reporting
Key activities and responsibilities: • Assist the Regional Operations Manager and Regional Ecologist, as required, with: ○ Data required for the preparation of annual budgets. ○ Ensuring all expenditure is in accordance with the approved budget and in accordance with AWC policies and procedures. ○ Ensuring expense reconciliation is conducted and coding is accurate. ○ Ensuring all required records and paperwork are retained and, as necessary, submitted to the AWC finance department.
4. Develop and maintain sanctuary assets and infrastructure management systems

Key activities and responsibilities: • Assist in the maintenance of asset inventory, including asset lists for the purpose of insurance per the approved AWC procedure. • Assist the Sanctuary/Operations Managers and Senior Sanctuary Ecologists with the review of assets and infrastructure. • Assist with the development of Asset and Infrastructure Management Plans.
5. Risk Management and Health & Safety
Key activities and responsibilities: • Maintain a working knowledge of AWC's HSE (health, safety & environment) policies and procedures, including knowing their location on the intranet and how to access them, and regularly reviewing any updates. • Assist with the administration of annual review of Safety Management Systems across Central region project areas.
6. Assist with staff, intern and contractor co-ordination
Key activities and responsibilities: • As requested by the Regional Operations Manager (and occasionally the Regional Ecologist) • Co-ordinate contractors & volunteers, as required. • Assist managers with compliance with all relevant policies in relation to the engagement of staff or contractors. This includes having staff/interns complete and return appropriate documentation, and contractors to providing a Certificate of Currency noting current insurance cover, prior to commencement.
7. Assist with development, communications and fundraising activities
Key activities and responsibilities: • As required: ○ Assist development and sanctuary staff with planning, co-ordination and implementation of sanctuary events, including participating as necessary. ○ Liaise with the general public including handling general enquiries and correspondence.
8. Undertake other tasks, as required
Key activities and responsibilities: • Provide assistance with general day-to-day operations. • Undertake other tasks, as directed by the Regional Operations Manager to ensure the effective management of Central region projects. • Comply with all AWC policies and procedures. • Champion AWC values and ONEAWC initiative.