



POSITION:	Land and Sea Program Manager – East Kimberley
LOCATION:	Kununurra (with travel throughout the East Kimberley Region of Western Australia)
TYPE:	Full Time - Fixed Term
CLASSIFICATION:	KLC Level EL1.0 (\$129,267-\$137,721)
REPORTS TO:	Business Manager, Land and Sea Management Unit (LSMU)
SUPERVISES:	Indigenous Protected Area (IPA) Coordinators, Indigenous Ranger Program (IRP) and Aboriginal Ranger Program (ARP) Coordinators

ABOUT THE KIMBERLEY LAND COUNCIL	
Covering the Kimberley region of northern Western Australia, the Kimberley Land Council (KLC) commenced in 1978 and was formed by Kimberley Aboriginal people as a political land rights organisation. It has become the peak Indigenous body in the Kimberley, working with Aboriginal people to secure native title recognition, conduct conservation and land management activities and develop cultural business enterprises. www.klc.org.au	
OUR VISION	
The Kimberley Land Council is a community organisation working for and with Kimberley Aboriginal people to get back country, look after country and to get control of the future.	
OUR VALUES	
• Respect for our law and culture • Respect for our elders and stakeholders • Fair and transparent decision making • Effective and open communication	• Working in partnership • Trust and loyalty • Justice and equality for Indigenous people • Cultural diversity
POSITION SUMMARY	
This position provides line management support to IPA and Ranger Coordinators, primarily within the Paruku, Balanggarra, Gooniyandi, and Kija Ranger teams. It also collaborates with the West Kimberley - Ranger Program Manager, as well as the Ranger Capacity and Development Program Manager, both based in Broome. The role represents an exciting opportunity to provide both strategic and operational support to IPA's and ranger groups, delivered through a great balance of office-based time and field engagement (target at least 25% field time). The role also provides input to the strategic direction of the Unit as a senior member of the LSMU and supporting the Kimberley Ranger Network (KRN), which is facilitated by the KLC. The ideal person in this role will come with program management and team leadership experience and a strong passion for working with people to help them achieve their best. Demonstrated experience in managing large remote indigenous focussed programs with	



significant budgets, and a commitment to the goals of the KLC and the Traditional Owners we support.

You will be a great communicator, passionate professional in Indigenous Land and Sea Management, have strong organisational skills and a drive to spend time on country supporting staff and community aspirations.

LOCATION

The position operates out of our office based in Kununurra, Western Australia.

KEY RESPONSIBILITIES

Program Management

- With supervision from the Unit Manager support IPAs and ranger teams/PBCs to develop annual works plans in line with on country priorities;
- Support Coordinators to implement annual work plans;
- Support and advise Coordinators to accurately detail reporting on contracts as required;
- Work with Coordinators to build capacity maintaining compliance with KLC Policies, Processes and Procedures;
- Collaborate closely with the LSMU Central team positions especially the Ranger Capacity and Development Program Coordinator to build capacity in coordinators and Ranger teams undertaking their workplans, including the specialist support of fire, ecology, carbon project development, training coordination, women ranger support and Two-Way Science
- Work alongside KLC Native Title Services Unit (NTSU) to maintain strong relationships with the Traditional Owners through consultation with Prescribe Bodies Corporate (PBC's) and relevant Traditional Owner advisory bodies relating to each project
- Provide holistic line management support to IPA and Ranger Coordinators. This will involve the development of Individual Performance Plans and working with the Human Resource Manager to manage, at times, complex employee situations;
- Maintain strong positive working relationships with project partners and funders;
- With guidance/supervision as required, work with staff to set meaningful Individual Performance Plans and review these throughout the year.

Financial

- Support Ranger / IPA Coordinators to manage their allocated budgets, review monthly budget updates and adjust expenditure accordingly;
- Working closely alongside the LSMU Business Manager ensure adherence to all finance and procurement policies or contractual agreements;

Occupational Safety and Health

- Assist ranger groups to comply with and follow OHS policy and procedures and recommendations as they evolve over time
- Actively contribute to the health and safety of the workplace by adhering to all health and safety policies and procedures

Compliance



- Provide advice to management with sufficient detail to ensure compliance with relevant contracts;
- Comply with all internal KLC policies and procedures;
- Demonstrate an awareness of and commitment to the KLC Vision and its Values.

Other

- Participate in LSMU Senior Management team meetings to assist in achieving optimal outcomes across the network
- Participate in relevant training and professional development activities
- Support and attend key KLC events
- Other tasks as directed



SKILLS, QUALIFICATIONS AND EXPERIENCE – APPLICATIONS MUST PROVIDE A WRITTEN RESPONSE ADDRESSING EACH OF THESE ESSENTIAL SELECTION CRITERIA

Essential

1. Demonstrated knowledge of and experience in Indigenous land and sea management, including a proven ability to manage projects alongside and in partnership with Traditional Owners.
2. Experience in the leadership and management of staff, ideally across a geographically dispersed environment and in a cross cultural and multidisciplinary setting.
3. Willingness to travel independently and camp at times staying in remote areas with limited amenities.
4. Exceptional oral, interpersonal and written communication skills delivered across a range of target groups, particularly with Indigenous groups with diverse cultural backgrounds.
5. High level administrative and financial management skills, including project management and budget preparation, in line with financial delegations.
6. Well organised and able to meet deadlines across competing priorities.
7. Demonstrated ability to work both independently and within a team.

SALARY AND BENEFITS

This position has been identified as KLC Level EL1.0, with a base salary range of \$129,267- \$137,721 (negotiated dependent qualifications on experience).

Superannuation of 12% and additional salary allowances, including district allowance, rental assistance where applicable, salary sacrificing options and 5 weeks' annual leave.

HOW TO APPLY

1. Visit our website: <https://www.klc.org.au/work-with-us> for further details
2. Apply through Seek.com with a current Resume and Covering Letter addressing the Selection Criteria

PERFORMANCE GOALS

As identified in Individual Performance Plan (IPP).