

Scotia Sanctuary Manager Scotia Wildlife Sanctuary, NSW

Australian Wildlife Conservancy (AWC) is a non-profit organisation dedicated to the conservation of Australia's threatened wildlife and their habitats. AWC now owns and manages more land than any other private conservation organisation in Australia – 28 properties covering more than 4 million hectares – protecting more than 1,200 fauna species through active land management informed by strategic scientific research.

Eight of AWC's properties – Scotia (NSW), Newhaven (NT) and Buckaringa, Yookamurra, Dakalanta and Kalamurina (SA), including two national parks in NSW (Pilliga and Mallee Cliffs) – are in southeastern Australia, covering a combined area in excess of 1 million hectares, which protect a diversity of threatened species and habitats.

AWC is seeking a committed and enthusiastic Sanctuary Manager to be based at Scotia Wildlife Sanctuary, Far West NSW. Reporting to the Regional Operations Manager SE, and ultimately to the Chief Operations Officer, the ideal candidate will be a very practical person with a passion for saving Australia's wildlife and landscapes. You will be able to demonstrate the ability to manage people and co-ordinate major projects simultaneously and integrate these projects with AWC's science program. You will need to have experience with remote property management (including fire management, feral animals, weeds, roads, buildings and fencing) and getting things done on time and within budget. You will be capable of working with a wide range of stakeholders including land managers, scientists, students, volunteers, visitors, neighbouring landholders including indigenous communities and government, and will be committed to helping AWC develop and implement a new model for conservation.

This is a unique opportunity to join Australia's largest non-government conservation organisation and help shape the future of private sector conservation in Australia.

For a full job description visit: www.australianwildlife.org/work-with-awc/careers/

Enquiries: Josh McAllister, Sanctuary Manager | Josh.McAllister@australianwildlife.org | 03 5027 1200

Applications to: employment@australianwildlife.org

Application to include CV and covering letter, briefly addressing the critical competencies listed in the detailed job description.

Closing date for applications: Sunday, 2 June 2019

Please note:

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows ongoing full-time work in Australia, in order to apply for this position. Sponsorship is not available.
2. If you apply for this role, AWC will include you in its ongoing updates and communications about its events, activities and fundraising initiatives. You may opt out of these communications at any time.

To learn more about AWC's sanctuaries, please visit our website www.australianwildlife.org/sanctuaries/

Position Profile

Designation:	Sanctuary Manager
Reporting to:	Regional Operations Manager SE
Ultimately reporting to:	Chief Operations Officer
Supervises:	Land Management Officers, and periodically as required other employees (permanent and casual), contractors, volunteers, students and visitors.
Based:	Scotia Wildlife Sanctuary, Far West NSW

Organisational context:

Australian Wildlife Conservancy (AWC) manages 28 sanctuaries covering more than 4.6 million hectares.

The Sanctuary Manager will oversee Scotia Wildlife Sanctuary operations and is responsible for delivering effective conservation land management at Scotia Wildlife Sanctuary.

Success in this position (i.e. effective conservation) will be measured by reference to key metrics which track:

- The populations (or other metrics) of indicator species.
- The extent to which threatening processes are reduced including:
 - reducing occurrence and extent of un-prescribed fires;
 - reducing the density/population of feral animals; and
 - reducing the area of occupancy of invasive weeds.
- The cost at which outcomes are delivered (our aim is to deliver the highest outcomes at the lowest cost).

In order to achieve success, you will need to manage and direct resources efficiently and in accordance with an approved budget and Operations plan, informed by science-based strategies. The level of on-ground activity (feral animal control, weed control, fire management) is measured and reported on a regular basis.

You will be responsible for ensuring tight integration between the operations and science teams, and delivering the management of Scotia Wildlife Sanctuary as part of a national AWC approach to conservation.

Engagement with key stakeholders and AWC supporters, including through sanctuary Supporter Events and contributing to AWC's communications program are also important functions of this role. In this respect, you need to be a strong advocate for AWC's conservation model and achievements.

Key relationships will include:

- The position reports to the South East Regional Operations Manager.
- The position supervises the Land Management Officer and depending on the activities, regional employees, contractors and volunteers. You will work closely with operational staff at other South East and NSW regional locations including Yookamurra, Buckaringa, Dakalanta, Kalamurina, Newhaven, Mallee Cliffs and Pilliga.

- As the Scotia Sanctuary Manager, you will work closely with AWC's South East Region science team, led by the Regional Ecologist. Within AWC, the Operations and Science teams work in an integrated manner to design and deliver effective land management and to measure and report ecological health.
- The position also works closely with AWC's Development and Communications team, particularly in the planning and delivery of Supporter Events and other promotional activities.

Critical Competencies:

1. **Getting things done:** exceptional planning and organisational skills, including proven ability to coordinate, prioritise and execute a large number of tasks in an efficient manner.
2. **Managing staff:** you need excellent people management skills, including proven ability recruiting, leading, developing, managing and coordinating remote teams of staff and contractors.
3. **Working with people:** excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of stakeholders.
4. **Infrastructure and asset management:** demonstrated knowledge and practical skills in asset maintenance and infrastructure projects including:
 - a. Supervising and hands-on implementation of infrastructure projects such as fencing, buildings, services i.e. energy and water systems;
 - b. Supervising and implementation of an asset maintenance program; and
 - c. Ability to use a wide range of plant and equipment, including performing routine repairs and maintenance (including mechanical).
 - d. 4WD experience in difficult conditions is essential
5. **Land management:** demonstrated knowledge and practical experience delivering land management programs including:
 - a. Planning and hands-on delivery of feral eradication programs both within fenced areas and across unfenced landscapes;
 - b. Planning and hands-on delivery of prescribed fire programs, including wildfire response; and
 - c. Planning and hands-on delivery of weed removal programs.
6. **Financial management:** demonstrated ability to help deliver projects in a cost-effective manner and to assist in the management of financial resources including:
 - a. Developing and operating within an agreed budget and operational plan for the Sanctuary;
 - b. Coding and tracking expenditure and preparing written financial and operational reports; and
 - c. Preparing written financial and operational reports.
7. **Paperwork/compliance:** demonstrated ability to maintain records, manage data, write letters and reports, manage permit/authorization processes and undertake contract management.

8. **Resourcefulness:** the ability to improvise and ‘problem-solve’, developing practical solutions with limited resources.
9. **Living in the bush:** previous experience and ability to work and live in a rural area, preferably remote, and the supervision of teams in geographically diverse locations.
10. **Information technology:** intermediate competence in using standard business software packages including Word, Excel, MS Outlook, and cloud servers (such as drop box) is essential.
11. **A passion for conservation:** a passion for, or strong in interest in, conservation.
12. Willingness to travel.

Qualifications and Experience:

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.
2. Demonstrated experience in delivering ‘on-ground’ results in land management.

Licenses & Certificates:

1. Valid manual driver’s license.
2. Senior first aid certificate (remote certification – highly desirable).
3. Valid agricultural machinery licenses such as trucks, tractors and other machinery as relevant.
4. *Valid* firearms license (highly desirable).

Inherent requirements of the role:

The execution of tasks associated with the position will involve fieldwork in remote locations, sometimes away from an established field base, and often in isolated locations working alone. The working environment will be predominantly outdoors and often in the extremes of weather – hot and wet and/or dry, especially when conducting fire and land management operations. The position can be physically demanding and may require walking and climbing over rough terrain, heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. In addition, the applicant will conduct periods of office work, planning and supervising projects. The successful applicant must be physically capable of performing these activities in the locations required in order to carry out the inherent role responsibilities.

Applicants should note that no pets are permitted on site as the base is located in a fenced area and under a Conservation Agreement requires that no pets are to be on site.

Responsibilities:

<p>1. Management of staff & contractors</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Manage and effectively lead, develop and support a remote team comprising permanent staff plus contractors and casual staff. Ensure staff have clear milestones/key result areas against which progress/performance can be measured. • Ensure the accurate completion of timesheets and other payroll documentation (e.g. new starter paperwork, leave forms etc) are submitted to head office prior to payroll deadlines. As required, co-ordinate, engage and supervise: <ul style="list-style-type: none"> ○ Visiting staff. ○ Contractors (through a tendering process, in accordance with AWC procurement policy). ○ Volunteers. • Ensure all relevant AWC policies are complied with in relation to the engagement of any operational staff, students, volunteers or contractors under your supervision, including occupational health and safety compliance. • Manage the allocation of staff resources at different locations, as necessary, to meet operational requirements. • Foster, and be an advocate for, the adoption of AWC culture (outcome focused, good science, strong team, cost-effective) across the organisation.
<p>2. Development of operational plans and budget</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Prepare annual Operations plans for Scotia Wildlife Sanctuary. • Prepare a draft annual budget for Scotia Wildlife Sanctuary. • Prepare Operations plans and budgets that address key activities including: <ul style="list-style-type: none"> ○ General sanctuary management, including asset and infrastructure maintenance. ○ Fire management. ○ Feral animal control. ○ Weed control. ○ Other landscape restoration tasks. ○ Heritage management, where relevant. • Ensure AWC obligations and approvals under project agreements are met. <p><i>Note: plans and budgets are subject to approval by the Chief Operations Officer and National Science & Conservation Manager and should be developed in conjunction with the South East Regional Ecologist. The plans and budgets need to meet AWC requirements.</i></p>

3. Implement AWC systems and the approved Operations plans and provide regular progress reports

Key activities and responsibilities:

- Oversee the implementation of the actions set out in the approved Operations plans (including any contract deliverables), noting the priority areas of asset/infrastructure maintenance, fire management, feral animal control, weed control and other landscape restoration tasks.
- Implementation must be carried out in accordance with relevant AWC operational policies and procedures.
- Provide weekly reports, quarterly metrics and reports, and annual reports detailing progress in implementing the Operations plans.
- Provide additional progress reports, as requested.
 - Seek approval for any variation from the Operations plans and, if approved, oversee or implement the amended plans.

4. Participate in the development of strategies addressing significant threats to wildlife and ecosystems

Key activities and responsibilities:

- Work with the South East science team to develop and implement strategies to address key threats to wildlife and ecosystems.
- Assist in the preparation of strategies addressing fire management, feral animal control, weed control and other threats as per the approved AWC planning framework.

Note: these strategies are subject to approval by the Chief Operations Officer and National Science & Conservation Manager and should be developed in conjunction with the SE Regional ecologist.

5. Implement the approved land management strategies at Scotia Wildlife Sanctuary;

Key activities and responsibilities:

- In accordance with the requirements of AWC systems, approved Operations plans and land management strategies, oversee and implement key land management programs including:
 - Feral animal control
 - Maintenance of 8,000ha feral predator proof fencing and other infrastructure associated with the strategy.
 - Broad scale fox control program outside the fenced area.
 - Continue predator monitoring to ensure control methods are successful across the sanctuary.
 - Weed control.

- Fire management & control including:
 - Protection of infrastructure from fire.
 - Management of fuel loads (i.e. burning).
 - Limit extent and occurrence of un-prescribed fire.
 - Application of fire to maintain habitat health and diversity.
- Other land management and restoration duties.
- Infrastructure maintenance and development in relation to:
 - Staff residential and operational infrastructure and services.
 - Property protection and security.

6. Ensure appropriate management of risks in relation to the health and safety of staff, contractors, students, interns, volunteers and visitors

Key activities and responsibilities:

- In accordance with the requirements of the Chief Operations Officer, or their delegate, prepare a Sanctuary Safety Management Plan and Sanctuary risk assessment, and undertake project risk assessments (PRA's) for activities undertaken at Scotia. The Safety Management Plan must aim to protect the health and safety of employees, contractors, volunteers, students, interns and visitors.
- Implement and comply with the provisions of the approved Sanctuary Safety Management Plan and AWC Safety policies and procedures, including Safe Work Practices and Safe Operating Procedures, as relevant to operational activities.
- Ensure Safety Management plans and safe work systems, as approved by the Chief Operations Officer, are implemented and complied with.
- In particular:
 - Ensure that an induction system is in place, implemented and audits are completed in accordance with the AWC safety policies and procedures.
 - Ensure emergency procedures, including check in and check out systems, are in place, reviewed regularly and posted in appropriate locations.
 - Ensure the installation and use of hazardous materials and equipment is consistent with regulatory requirements and accepted safety standards.
 - Ensure required staff based at Scotia Sanctuary have current advanced first aid certificates.
 - Ensure that you and all staff, contractors and/or volunteers have adequate training, (and/or licences and experience) before using plant, equipment, tools and/or vehicles, and that during use all AWC safety policies and procedures are complied with.
 - Ensure incident and near miss reports are filled out and submitted as per approved AWC policies and procedures, in a timely manner.
 - Where an incident has been recorded, in conjunction with the SE Regional Operations Manager investigate the causes of the incident and what measures can be implemented to prevent a reoccurrence.

7. Develop and maintain Scotia assets and infrastructure

Key activities and responsibilities:

- Undertake, organise and/or oversee staff and contractors responsible for:
 - Fence construction and maintenance - including feral-proof fences.
 - Infrastructure development projects (building construction and maintenance).
 - Road maintenance.
 - Vehicles, plant and equipment maintenance and acquisition.
- Ensure the best value for money solutions are utilised through tendering processes, and the use of innovative solutions.
- Ensure that:
 - An inventory of all assets (including fuel) and infrastructure is maintained.
 - The maintenance, servicing and repair of all infrastructure and assets (including plant, equipment, and vehicles) is carried out in accordance with an approved maintenance schedule.
 - Systems are in place to record all maintenance activity and to record the use and replacement of assets including fuel, equipment and maintenance supplies.
 - Appropriate insurance cover is in place for all assets, as per approved AWC procedures.
- Undertake accommodation property inspections prior to staff vacating and any new occupation. Ensure:
 - The HR Manager is advised of any issues per the Accommodation policy, prior to vacating of the premises.
 - All inventory is located, is in full working order and undamaged.
 - The accommodation is in good repair including all associated services such as energy systems, water tanks, heating/cooling, plumbing, gas, etc.
 - The accommodation is left in a clean and sanitary condition including surrounding outdoor areas
 - There is no pest damage. Pest damage also includes by native and feral animals.

8. Financial management and reporting

Key activities and responsibilities:

- Ensure that all expenditure is in accordance with AWC policies and procedures.
- Deliver activities in the most cost-effective manner.
- Ensure that all operational expenditure is in accordance with:
 - The approved budget.
 - For expenditure not identified in the budget, a relevant approval in accordance with AWC financial procedures.
- Ensure that necessary financial reports are prepared in accordance with AWC policies and procedures.

- Ensure all required records and paperwork are retained and, as necessary, submitted to the AWC finance department.
- Ensure that the collection, recording and banking of any revenue is in accordance with AWC policies and procedures.

Note: the budgets are to be developed in conjunction with the SE Regional Operations Manager and submitted to the Chief Operations Officer for review within the agreed timeframe. Approval is by the Chief Operations Officer and National Conservation & Science Manager.

9. Implement the Visitor Management Program

In consultation with the SE Regional Operations Manager, implement the Scotia Wildlife Sanctuary visitor management program including:

- Maintaining the Supporters accommodation, ensuring facilities and equipment is serviceable and maintained for Supporter Events.
- Ensuring information relating to Scotia Wildlife Sanctuary is up to date, relevant, and is in accordance with the requirements of the Communications Manager (that is – consistent branding and messages).
- Host groups and provide presentations on the values of Scotia Wildlife Sanctuary and the work of AWC.

10. Promote the integration of science and operations

Key activities and responsibilities:

- Support the AWC Science team in developing and implementing strategies/work plans for ecological health monitoring, biological inventory and research.
- Integrate science outcomes in the design and delivery of land management activities.

11. Report on the Scotia Wildlife Sanctuary Operations plan and budget

Key activities and responsibilities include:

- In accordance with the requirements of AWC systems:
 - Work with the SE Regional Operations Manager to develop (and report against) the Sanctuary operations plan and budget, including activity reporting (monthly), financial reporting etc.
 - Provide a quarterly report detailing progress in implementing the operations plan, in accordance with the approved format/procedure.
 - Provide additional progress reports, as requested.
 - Seek approval for any variation from the Operations plan, and if approved, implement the plan.

12. Assist in the implementation of an effective information and communications strategy

Key activities and responsibilities:

- Oversee the recording and submission within AWC of information, including information relating to wildlife, ecosystems and management activities.

- As required, compile and submit information and images for use in relation to all communications products including:
 - Wildlife Matters, AWC website.
 - Visitor displays and information.
- Submit regular weekly reports utilising photos and information about operational activities. Oversee compliance of operations staff with AWC's weekly reporting process.
- Represent AWC at various public forums, as required, and in accordance with AWC policies and requirements.
- Manage liaison with the general public including handling general enquiries and correspondence.

13. Assist in the implementation of development programs

- As required, assist in the implementation of development (fundraising) programs.
 - Assist in drafting, submission and management of applications for funding.
 - Prepare reports.
 - Assist with planning, co-ordination and implementation of events.

14. Undertake other tasks, as required

- Key activities and responsibilities:
- Conduct other day-to-day management tasks, as required, to ensure the effective conservation of Scotia Wildlife Sanctuary.
 - Undertake other specified tasks within the region and/or at other AWC sanctuaries.
 - Comply with all AWC policies and procedures.

Approval

Name	Role	Signature	Date
Tim Allard	Chief Executive Officer		