



Land Management Officer

Scotia Wildlife Sanctuary

Australian Wildlife Conservancy is an exciting, young organisation dedicated to the conservation of Australia's threatened wildlife. Funded by tax deductible donations from generous donors, AWC now owns and manages 21 properties around Australia, covering more than 2.5 million hectares, on which we implement active land management programs informed by strategic scientific research.

Five of AWC's properties – Scotia, Buckaringa, Yookamurra, Dakalanta and Kalamurina – occur in southeastern Australia, covering a combined area of 752,000 hectares and protecting a diversity of threatened species and habitats.

AWC is seeking a Land Management Officer, to be based at Scotia Wildlife Sanctuary, who will join a dedicated and hard-working team committed to helping AWC develop a range of land management programs and an innovative new model for conservation.

Main responsibilities for this role include:

- Conducting routine maintenance on all assets and infrastructure including:
 - Electric & other types of fencing
 - Machinery & pumps
 - Vehicles
 - Buildings including visitors centre and sanctuary offices; and
 - Other land management-related assets.
- Overseeing and carrying out the construction of sanctuary-related infrastructure.
- As required, assist with other land management and wildlife research programs across the SE sanctuaries.
- Develop and maintain an asset register and maintenance schedule.

The successful candidate will need to demonstrate a good range of practical skills. Appropriate trade experience and/or training would be desirable. You will need to be well-organised and have experience in the use of a wide array of plant, equipment and tools, and the ability to organise and co-ordinate multiple projects and people. Bushfire fighting and training experience desirable.

Enquiries to: Joe Stephens, Scotia Sanctuary Manager – (03) 5027 1200

Applications to: employment@australianwildlife.org

Closing date for applications: Friday 5 February 2010

Role Description

Designation: Land Management Officer

Reporting to: Scotia Sanctuary Manager

Based in: Scotia Wildlife Sanctuary, via Wentworth NSW

Basic accommodation will be provided at Scotia for the successful applicant.

Critical Competencies:

1. Demonstrated practical skills relating to conservation land management, relevant to the responsibilities of this position.
2. Manual driver's licence.
3. Experience and interest in nature conservation.
4. Willingness and ability to work as part of a small team or independently as required.
5. Ability to work with limited resources showing initiative and an ability to improvise.
6. A willingness to live and work in a remote area.
7. Basic computer skills including Word, Excel and email (desirable).
8. Experience in staff, contractor and volunteer supervision and management.

Experience/Qualifications:

1. Appropriate trade qualification (desirable).
2. Bushfire control training and experience (desirable).

Inherent requirements of the role:

The position of Land Management Officer is physically demanding, requiring heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically capable of performing these activities in order to carry out the inherent role responsibilities.

Responsibilities: Under the direction of the Scotia Sanctuary Manager.

1. Sanctuary assets and infrastructure

Key activities and responsibilities:

- Assist with the operation and maintenance of:
 - Predator-proof fencing;
 - Captive-bred animals;
 - Supporter accommodation (cleaning & event preparation etc).
- Assist in the maintenance and improvements to sanctuary infrastructure and assets.
- Develop and maintain a maintenance schedule for all assets and infrastructure including buildings, fences, walk trails, firebreaks etc.
- Develop and maintain an inventory of all sanctuary assets and infrastructure.

2. Land management and research/monitoring

Key activities and responsibilities:

- Assist with:
 - Feral animal control;
 - Weed control;
 - Research & monitoring program;
 - Fire management & control;
 - Other land management duties.

3. Sanctuary assets and infrastructure

Key activities and responsibilities:

- Develop and maintain an inventory of all sanctuary assets and infrastructure.
- Develop and maintain a maintenance schedule for all assets and infrastructure including buildings, fences, walk trails, firebreaks etc.
- Assist in the maintenance and improvements to sanctuary infrastructure and assets.
- Assist with the operation and maintenance of:
 - Predator-proof fencing;
 - Captive-bred animals;
 - Supporter accommodation (cleaning & event preparation etc).

4. Improvement, installation and planning of new infrastructure and assets

Key activities and responsibilities:

- Develop plans for new infrastructure as required, including:
 - Obtaining quotes;
 - Competitive selection process;
 - Supervision of contractors/suppliers;
 - Organising the purchase and ordering of new assets in accordance with AWC's purchasing policies and budget constraints;
 - Where appropriate, construct and establish new infrastructure.

5. Administration, Finance & Reporting

Key activities and responsibilities:

- Assist in the preparation of budgets, as required.
- Ensure expenditure is within approved budgets and is in accordance with AWC policies and procedures.
- Maintain other records, as required.

6. Management of staff, volunteers and contractors

Key activities and responsibilities:

- As required, co-ordinate:
 - Other staff;
 - Contractors; and
 - Volunteers.
- Assist with the management and supervision of volunteers.

7. Management of staff, volunteers and contractors

Key activities and responsibilities:

- Conduct other duties, as required.
- On request, undertake other specified tasks at any of the southeastern sanctuaries and/or at other AWC sanctuaries.