



## **NSW Operations Manager (National Parks Partnership)**

### ***Historic role guiding one of Australia's most important conservation initiatives***

Australian Wildlife Conservancy (AWC) is Australia's largest private owner of land for conservation, protecting endangered wildlife across 3 million hectares. AWC is now implementing a groundbreaking partnership with the NSW Government which will involve the reintroduction of at least 10 iconic threatened mammals - including the Bilby, the Numbat and the Western Quoll – into two NSW national parks. The return of these mammals, all currently listed as extinct in NSW, will represent one of the largest biodiversity restoration projects ever undertaken in Australia.

The project is being delivered at Mallee Cliffs National Park in southwestern NSW and in the Pilliga forest in north-central NSW. At each site, AWC will establish a large feral predator-free area (several thousand hectares), using conservation fencing, into which endangered mammals will be reintroduced. AWC will also deliver land management and science activities across the parks (beyond the fence) to maximize biodiversity outcomes across each site.

Key responsibilities of the NSW Operations Manager include:

- Leading a dynamic land management team at each site, as well as promoting effective integration with AWC field ecologists (led by the NSW Senior Ecologist).
- Ensuring the cost-effective delivery of on-ground activities including establishing infrastructure (such as feral-proof fencing and an operations base) and implementing land management (such as removal of feral animals), as well as providing support for AWC's science program.
- Developing and maintaining an innovative partnership arrangement with the NSW Office of Environment and Heritage (the first major public-private collaboration of its kind in Australia).
- Working effectively with a range of other key stakeholders especially those in local communities.

At both the Pilliga and Mallee Cliffs, you will help measure and report on a suite of biodiversity metrics and activity metrics.

The ideal candidate will be a very practical person with a passion for saving Australia's wildlife and landscapes and a proven ability to manage people and major projects (including roads, buildings and fencing). You will need to have experience working in the bush and getting things done on time and under budget. You must have the capacity to work with a wide range of people including land managers and scientists, neighbours, indigenous communities, government representatives and volunteers.

As a senior manager within AWC, reporting to our National Operations Manager, you will need to be motivated by a desire to be part of a national team seeking to develop and implement an exciting new model for conservation.

This role will require you to be based in Narrabri, NSW (or suitable nearby location), with a willingness to travel and spend extended periods on site in the Pilliga and at Mallee Cliffs.

See below for a detailed job description.

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**Expression of Interest:** (CV & covering letter addressing the critical competencies, licences/training and inherent role requirements) to: [employment@australianwildlife.org](mailto:employment@australianwildlife.org)

***Closing date for applications: 11<sup>th</sup> February 2017***

*Please note: Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows on-going (permanent) full-time work in Australia, in order to apply for this position.*

## Role Description

<b>Designation:</b>	<b>NSW Operations Manager (National Parks Partnership)</b>
<b>Reporting to:</b>	<b>National Operations Manager</b>
<b>Supervising:</b>	<b>Several permanent staff plus casual staff and contractors</b>
<b>Based at:</b>	<b>Narrabri, NSW</b>

### Organisational context:

Australian Wildlife Conservancy (AWC) manages sanctuaries covering more than 3.85 million hectares. The NSW Operations Manager (National Parks Partnership) oversees delivery of our historic partnership with the NSW Government for the management of two national parks: Mallee Cliffs National Park in southwestern NSW and an area of the Pilliga forest in north-central NSW (35,000 ha).

At each national park, AWC is:

- Reintroducing mammals by establishing a large feral predator-free area (several thousand hectares), using conservation fencing, into which up to 10 threatened mammal species will be released.
- Delivering associated land management (feral animal control, weed control etc) and science services across the national parks.

This is a ground-breaking new partnership model – the first public-private collaboration of its kind in Australia. High level organisational responsibilities of the NSW Operations Manager will include:

- Integrating management of these NSW projects into the overall AWC operating model by promoting engagement with other AWC projects/staff and uptake of AWC organizational culture (especially a strong focus on outcomes; good science; and practical, cost-effective delivery).
- Maintaining a close and effective partnership with the NSW Government, especially NSW National Parks and Wildlife. This will include regular formal and informal liaison with NPWS staff.
- Engaging with the local community and other key stakeholders.

Key relationships will include:

- The position reports to the AWC National Operations Manager.
- The position supervises an AWC Park Manager at each site plus operations support staff and key contractors.
- As NSW Operations Manager, you will work closely with AWC's NSW science team, led by the NSW Senior 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, noting that AWC is making a significant philanthropic investment as part of the partnership with NSW.

### **Critical Competencies:**

1. **Getting things done:** you need exceptional planning and organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
2. **Managing staff:** you need excellent people management skills, including the leadership of, and managing and coordinating remote teams of staff and contractors.
3. **Working with people:** you need excellent relationship-building skills, including the ability to develop and maintain relationships with a diverse range of stakeholders. Exceptional interpersonal and communication skills.
4. **Practical land management and asset management:** demonstrated knowledge and practical experience delivering land management programs including fire management, weed and feral animal control programs. Demonstrated practical skills managing assets and infrastructure including:
  - a. The planning, supervision and implementation of large scale infrastructure projects such as fencing and building;
  - b. The planning and delivery of feral eradication programs both within fenced areas and across unfenced landscapes;
  - c. The planning and delivery of prescribed fire programs, including wildfire response; and
  - d. The ability to use a wide range of plant (e.g. 4WD's etc) and equipment (generators, pumps, power tools etc, and perform routine repairs, including mechanical, and maintenance.
5. **Financial management:** demonstrated ability to deliver projects in a cost-effective manner and to manage financial resources including:
  - a. Coding and tracking expenditure, operating within a budget; and
  - b. Preparing written financial and operational reports.
6. **Resourcefulness:** the ability to improvise and 'problem-solve', developing practical solutions with limited resources.
7. **Living in the bush:** Previous experience of working and living in a rural area, preferably remote, and the supervision of teams in geographically diverse locations.
8. **Paperwork/compliance:** Comprehensive contract management skills – with the ability to ensure contracted obligations are met and reported on in accordance with the contract requirements.
9. **Information technology:** Advanced ability in using standard business software packages (including Word, email, Excel, MS Project) is essential.
10. **Willingness to travel.**

### **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 licence with 4WD experience in difficult conditions is essential.
2. Experience operating agricultural machinery such as trucks and tractors.

3. Significant fire management (wildfire and prescribed burning) training and experience.
4. Senior first aid certificate (remote certification – highly desirable).
5. Police clearance certificate.
6. Relevant firearms experience / licence.

**Inherent requirements of the role:**

The execution of tasks associated with the position may involve fieldwork in remote locations and can sometimes be away from an established field base, 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.

**Responsibilities:**

<b>1. Management of staff &amp; contractors</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Manage a remote team comprising several permanent staff plus contractors and casual staff.</li> <li>• As required, co-ordinate, engage and supervise: <ul style="list-style-type: none"> <li>○ Other staff;</li> <li>○ Contractors (through a tendering process, in accordance with AWC purchasing policy); and</li> <li>○ Volunteers.</li> </ul> </li> <li>• 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.</li> <li>• Manage the allocation of staff resources at different locations, as necessary, to meet operational requirements.</li> <li>• Foster, and be an advocate for, the adoption of AWC culture (outcome focused, good science, strong team, cost-effective) across the organisation.</li> </ul>
<b>2. Develop operational plans and budgets for the NSW Projects</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Oversee the preparation of operational plans for the NSW Projects.</li> <li>• Oversee the preparation of draft budgets for the NSW Projects.</li> <li>• Operational plans and budgets must address key issues including: <ul style="list-style-type: none"> <li>○ General sanctuary management, including asset and infrastructure management;</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ Fire management;</li> <li>○ Feral animal control;</li> <li>○ Weed control;</li> <li>○ Other landscape restoration tasks;</li> <li>○ Heritage management, where relevant;</li> </ul> <ul style="list-style-type: none"> <li>● Ensure AWC obligations under project agreements and approvals are met.</li> <li>● <i>Note: plans and budgets are subject to approval by the National Operations Manager and National Science &amp; Conservation Manager and should be developed in conjunction with the NSW Senior Ecologist. They need to meet AWC requirements and the requirements of National Parks management plans, policies and other instruments relevant to the Project Sites.</i></li> </ul>
<p><b>3. Oversee the implementation of approved operational plans and provide regular progress reports</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>● Oversee the implementation of the actions set out in approved operational plans (including all contract deliverables), noting the priority areas of asset/infrastructure management, feral animal control, weed control, landscape restoration and fire management.</li> <li>● Implementation must be carried out in accordance with AWC requirements and the National Parks management plans, policies and other instruments relevant to the Project Sites.</li> <li>● Provide a quarterly report and annual reports detailing progress in implementing the plans.</li> <li>● Provide additional progress reports, as requested.</li> <li>● Seek approval for any variation from the operation plans and, if approved, oversee or implement the amended plans.</li> </ul>
<p><b>4. Develop and implement strategies addressing significant threats to wildlife and ecosystems</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>● Develop and implement strategies and work plans to address key threats to wildlife and ecosystems.</li> <li>● <i>Note: these strategies are subject to approval by the National Operations Manager and National Science &amp; Conservation Manager and should be developed in conjunction with the NSW Senior Ecologist.</i></li> </ul>
<p><b>5. Ensure appropriate management of risks in relation to the health and safety of staff, contractors, volunteers and visitors</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>● In accordance with the requirements of the National Operations Manager, undertake risk assessments and prepare risk management plans for operations at each reserve and sanctuary. The risk assessments and management plans must protect the health and safety of everyone on sanctuary including you, other staff, contractors, volunteers and visitors.</li> <li>● Implement and comply with the provisions of the approved risk management plan.</li> </ul>

- Ensure Safety Management plans and safe work systems, as approved by the National Operations Manager, are implemented and complied with.
- In particular:
  - Ensure the installation and use of hazardous materials and equipment is consistent with accepted safety standards.
  - Ensure that you and all staff, contractors and/or volunteers have adequate training before using plant, equipment, tools and/or vehicles.
  - Ensure emergency procedures are developed and posted in appropriate locations.
  - Ensure staff members have up-to-date first aid certificates.
  - Ensure incident and near miss reports are filled out and submitted as per approved AWC policies and procedures, in a timely manner.

## **6. Develop and maintain sanctuary assets and infrastructure**

Key activities and responsibilities:

- Undertake, organise and/or oversee staff and contractors responsible for:
  - Fence construction and maintenance (feral-proof fence);
  - Infrastructure development projects (building construction and maintenance); and
  - Road maintenance.
- Ensure the best value for money solutions are utilised through tendering processes, and the use of innovative solutions.
- Oversee Project Park Managers in relation to:
  - Maintaining an inventory of all assets (including fuel) and infrastructure.
  - Ensuring the maintenance, servicing and repair of all infrastructure and assets (including plant, equipment, and vehicles) in accordance with an approved maintenance schedule.
  - Ensuring systems are in place to record all maintenance activity and to record the use and replacement of assets including fuel, equipment and maintenance supplies.
  - Ensuring appropriate insurance cover is in place for all assets, as per approved AWC procedures.

## **7. Financial management and reporting**

Key activities and responsibilities:

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

#### **8. Government, community and stakeholder engagement**

Key activities and responsibilities:

- Develop and maintain a productive working relationship with the NSW Government including:
  - Office of Environment and Heritage, especially National Parks and Wildlife Service;
  - Rural Fires Services; and
  - any regulatory agencies.
- Meet all commitments relating to engagement with NSW officials under the AWC-NSW Agreement.
- Develop and implement an Engagement Strategy and a Local Community Strategy at each Project Site to promote the engagement of key stakeholders, including indigenous communities, and the delivery of benefits to local communities.
- Work effectively with neighbours and other interested parties in the design and delivery of the project.

#### **9. Oversee visitor programs**

Key activities and responsibilities:

- Develop and implement a Visitor Strategy at each Project Site.
- Oversee the management of visitors at each Site.

#### **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. Regulatory and compliance activity**

- Oversee the appointment of Honorary Rangers (under the National Parks and Wildlife Act 1974) at each Project Site.
- Undertake, and manage the undertaking by AWC staff, of relevant regulatory activities at each Project Site (including evidence gathering and dealing with unauthorized access).

#### **12. Oversee volunteer programs**

Key activities and responsibilities:

- Oversee delivery of a volunteer program at each Project Site, ensuring it is integrated with AWC's national volunteer program.
- In particular, ensure AWC staff:
  - Select appropriate people as volunteers;

- Provide volunteers with information and agreements before travelling to Project Sites (e.g. on conditions, the tasks they will be asked to perform etc); and
- Induct and manage volunteers adequately.

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

- Key activities and responsibilities:
- Assist in the design and execution of a Communications Strategy for each Project Site.
  - 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;
    - Products required under the AWC-NSW Agreement.
  - Submit regular weekly reports on 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.

**14. Assist in the implementation of development programs**

- Key activities and responsibilities:
- As required, assist in the implementation of development (fundraising) programs noting the significant philanthropic co-investment by AWC in the Project.
    - Assist in drafting, submission and management of applications for funding.
    - Prepare reports.
    - Assist with planning, co-ordination and implementation of events.

**15. Undertake other tasks, as required**

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