



Charnley River - Artesian Range Sanctuary Manager

~ A unique opportunity to help shape the future of private sector conservation in the Kimberley ~

Australian Wildlife Conservancy (AWC) is a non-profit organisation dedicated to the effective conservation of Australia's threatened wildlife and their habitats. AWC owns and manages more land than any other private conservation organisation in Australia - 26 properties, covering 3.9 million hectares - protecting more than 1,200 fauna species through active land management informed by strategic scientific research.

Five of these sanctuaries are located in the central Kimberley. Mornington, Marion Downs, Tableland (Yulmbu Aboriginal corporation partnership), Yampi Sound (Defence partnership) and Charnley River-Artesian Range cover a combined area of over 1.9 million ha and protect numerous threatened habitats and species. The Wildlife-Link Centre for Research and Conservation at Mornington is the base for an award-winning land management and science program.

AWC is seeking an experienced Sanctuary Manager to oversee operations at the Charnley River-Artesian Range (CHAR) Sanctuary. The role is based at the CHAR Wildlife Sanctuary.

The successful candidate will have extensive experience in land management in rural and remote areas (ideally in Northern Australia) including exceptional staff management and administrative skills, the ability to coordinate a range of projects and experience leading teams. You will be capable of working with a wide range of people including land managers, scientists, volunteers, visitors, AWC rangers, neighbouring landholders including indigenous communities, pastoralists and government agencies and will demonstrate strong leadership skills and be committed to helping AWC develop and implement an innovative model for conservation.

You will deliver programs for fire management (wildfire control and mitigation), feral animal control, weed management, cattle management, and asset and infrastructure maintenance and development (including the campground). This is a hands on role, implementing a wide range of land management programs, as such you will be expected to have experience and skills in this areas.

You will report to the Kimberley Operations Manager, and work closely with the team in the northwest to ensure the implementation of the land management programs. You will also work closely with, and foster collaboration with the Science team.

Based at Charnley River - Artesian Range Wildlife Sanctuary (44klm north of the Gibb River Road), where on-site accommodation is provided, 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.

Relocation allowance will be offered to the successful candidate. **Enquiries** only: Toby Barton, Kimberley Operations Manager (08) 9191 4619 / toby@australianwildlife.org

Applications to: employment@australianwildlife.org

CV & letter addressing competencies, qualifications, licences & certificates and inherent role requirements

Closing date for applications: Monday 20th February 2017

Role Description

- Designation:** Charnley River, Artesian Range Sanctuary Manager
- Reporting to:** Kimberley Operations Manager (based at Mornington).
- Supervises:** From time-to-time, supervise other staff, intern, volunteers, indigenous rangers and contractors who will assist in the execution of the duties listed below
- Based:** Charnley River, Artesian Range Wildlife Sanctuary, with duties carried out at other sanctuaries as required.

A residence will be provided at Charnley for the successful candidate.

Permanency

Organisational context:

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Five of these sanctuaries are located in the central Kimberley. Mornington, Marion Downs, Tableland (Yulmbu Aboriginal corporation partnership), Yampi Sound (Defence partnership) and Charnley River-Artesian Range cover a combined area of over 1.9 million ha and protect numerous threatened habitats and species such as the northern quoll and golden backed tree rat. The Wildlife-Link Centre for Research and Conservation at Mornington is the base for an award-winning land management and science program.

AWC is seeking an experienced Sanctuary Manager to oversee operations at the Charnley River-Artesian Range (CHAR) Sanctuary. The role is based at the CHAR Wildlife Sanctuary. The north-west region has approximately 14 full-time staff who reside at Mornington, Charnley River and Yampi for the whole year, plus a team of seasonal staff comprising of an indigenous ranger group, several students, interns, and a range of volunteers that work on an array of projects. During the dry season Wilderness Camps operate at Mornington and Charnley River which showcase AWC's work in the Kimberley and other sanctuaries across Australia, with a team of around fifteen seasonal staff at Mornington and two at Charnley. Day-to-day operations in the north-west are overseen by the Kimberley Operations Manager and Senior Ecologist who report to the National Operations Manager and the National Conservation & Science Manager, respectively.

The two staff streams (operations and science) work together to design, implement and measure the effectiveness of land management strategies.

Charnley River has a Homestead with Campground open to the public from approximately May – September each year. During the dry season, the campground will be run by seasonal staff. In the wet season, Charnley can be only accessed by air for *up to three months*.

Critical Competencies:

1. Demonstrated practical skills in relation to asset and infrastructure repair and maintenance including skills relevant to:
 - a. The supervision and delivery of infrastructure projects such as fencing and building;
 - b. The implementation of an asset management program; and
 - c. The ability to use a range of plant (e.g. 4WD's, ATV's, Graders) and equipment.
2. Excellent people management skills, including staff leadership, working with indigenous rangers and contractor and volunteer management.
3. Willingness to work as part of a large team to effectively manage our Kimberley estate.
4. Excellent planning and organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner, including the ability to adapt to changing circumstances and priorities
5. Excellent interpersonal and communication skills, including good writing skills and the ability to engage a wide range of stakeholders (Government, Private, Pastoralists, Indigenous groups)
6. A broad knowledge of all trades (building, mechanical, fencing, plumbing, welding & electrical), including the ability to carry out routine tasks and maintenance.
7. Demonstrated knowledge and experience of practical land management programs including fire management, weed and feral animal control programs.
8. Demonstrated ability to manage financial resources including:
 - a. Experience in record keeping, tracking expenditure and operating within a budget; and
 - b. Experience in preparing written financial, grant and operational reports.
9. Demonstrated experience in supervising SAFETY and maintaining a safe work place.
10. The ability to improvise and 'problem-solve', developing practical solutions with limited resources.
11. Intermediate - Advanced ability in using standard business software packages (including Word, Outlook, Excel) is essential.
12. Experience in living and working in a remote environment.
13. Willingness to travel.

Qualifications:

1. Formal qualifications in a trade such as Building, Plumbing, Electrical or Mechanical would be an advantage, but is less important than strong, practical experience in delivering 'on-ground' results.

Licenses & Certificates:

1. A manual driver's licence, and 4WD experience in difficult conditions, is essential.
2. Firearms licence and experience.
3. First aid certificate.
4. Police clearance certificate (Working with Children check).

Desirable

1. Recognised certificate in safe handling and use of chemicals e.g. Chemcert
2. A MR truck licence
3. Experience in the use heavy machinery (grading, tractors, bulldozers)

4. Training and experience in use of chainsaw and working at heights
5. Experience giving presentations to a range of audiences

Responsibilities:

<p>1. Develop and maintain sanctuary assets and infrastructure</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ensure an inventory of all assets and infrastructure is maintained. • Establish, and keep up-to-date, a maintenance schedule and insurance list for all assets and infrastructure. • Ensure that maintenance, servicing and repairs of all infrastructure and assets (including tracks, firebreaks, walk trails, fencing, plant, equipment, buildings and vehicles) is carried out in accordance with the approved maintenance schedule (A mechanic is based at Mornington who you will work with but basic routine maintenance should be covered by you). <p>Ensure systems are in place to record all maintenance activity and to record the use and replacement of assets including fuel and equipment and maintenance supplies.</p>
<p>2. Maintain, implement and ensure compliance to the Safety Management System</p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • In accordance with the requirements of the National Conservation & Science Manager and National Operations Manager, undertake risk assessments and preparing risk management plans for operational activities at Charnley River. The risk assessments and management plans must aim to protect the health and safety of staff, contractors, volunteers/students and visitors. • Implement and comply with the provisions of the approved risk management plan and AWC safety policies and procedures, • Maintain and regularly update safety documentation including volunteer and contractor agreements, Sanctuary Management Plans and Risk Assessments and Standard Operating Procedures • Implement and audit safe working practices and culture to maintain site safety. • Maintain scheduled safety checks e.g. fire extinguishers, first aid kits. • Maintain essential training e.g. first aid certificates • Ensure reports of incidents and near misses are submitted in a prompt manner as per AWC policies and procedures.
<p>3. Develop an Operational plan and budget for Charnley River-Artesian Range Wildlife Sanctuary</p> <p>Key activities and responsibilities:</p>

- Prepare a draft operational plan for Charnley River, in accordance with timeframes requested by the Kimberley Operations Manager collaborating with science staff.
- Prepare a draft budget for Charnley River, in accordance with the timeframe requested by the Kimberley Operations Manager, collaborating with science staff and Wilderness camp manager.
- Operational plans and budgets must address key issues including:
 - Feral animal control
 - Fire management
 - General sanctuary management, including asset and infrastructure management
 - Weed control
 - Public Education (Wilderness camp manager will advise)

4. Implement the approved operational plan and provide regular reports detailing progress

Key activities and responsibilities:

- Implement the actions set out in the approved operations plan noting the priority areas of feral animal control, fire management, weed control, and asset/infrastructure management.
- Provide weekly and quarterly reports detailing progress in implementing the plans, in accordance with the approved format/procedure.
- Provide additional progress reports, as requested.
- Seek approval for any variation from the operational plan and, if approved, implement the amended plan.

5. Implement strategies in conjunction with science/ops team to address significant threats to the wildlife and ecosystems at Charnley River-Artesian Range Wildlife Sanctuary

Key activities and responsibilities:

- In accordance with the operational plan, implement key land management and conservation programs including:
 - Fire management work with the Ecofire team (Mornington) to develop strategy and annual burn plan (prescribed burns, monitoring and reporting);
 - Feral herbivore strategies (predominantly Pigs, Cattle and Horses) including the eradication and control of feral animals, maintenance of de-stock fencing and associated monitoring programs (i.e. shooting and monitoring for incursions);
 - Weed strategy including the control and, where possible, eradication of key weed species and monitoring programs.
 - As required and directed by the Kimberley Operations Manager, undertake cattle management duties (limited to the herd within the stocked zone – currently managed by contractor).

6. Staff and contractor management

Key activities and responsibilities:

- As required, co-ordinate, engage and supervise:
 - Other staff and interns
 - Indigenous Rangers
 - Volunteers
 - Contractors
 - Supporters and visitors
- Maintain effective working relationships and integration of science, operations and visitor management
- Ensure all relevant AWC policies are complied with in relation to the engagement of staff and contractors, including occupational health and safety.

7. Financial management and reporting. Reporting to: *Operations and Admin Support. NW and Kimberley Operations Manager.*

Key activities and responsibilities:

- Ensure that all 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, including monthly reports detailing any expenditure from the credit card.
- Ensure all required records and paperwork are retained and, as necessary, submitted to AWC finance department.
- Ensure that the collection, recording and banking of all revenue is in accordance with AWC policies and procedures (whilst this is a camp function, you will be required to oversee ensure and oversee the completion of these activities).

8. Assist in the implementation of an effective information and communication strategy

Key activities and responsibilities:

- Establish and maintain effective relationships with:
 - Visitors (ensuring that visitor information is passed to the development team)
 - Neighbouring landholders and the local community
 - Relevant government agencies; and
 - Other stakeholders
- As required, compile and submit information and images for use in relation to:
 - The AWC newsletter
 - The AWC website
 - Visitor displays; and
 - Other AWC products and reports

- Liaise with the general public including handling general enquiries and correspondence.

9. Support the Fundraising & Development program

Key activities and responsibilities:

- As required, host supporters (or potential supporters) of AWC. This may include providing guided tours, camping out in remote locations, and general hosting duties including cooking, laundry and other hospitality tasks.
- Provide assistance to supporter events

10. Other day-to-day management tasks

Key activities and responsibilities:

- Conduct other day-to-day management tasks, as required, to ensure the management of Charnley River and the conservation of its wildlife and ecosystems.
- Work with the Kimberley Operations Manager and the Regional Ecologist (SE) to ensure the region is managed effectively, and the science programs well integrated into operational activities.

11. Other sanctuaries

Key activities and responsibilities:

- As requested, undertake other specified tasks at other AWC Sanctuaries.
- Other duties as requested by the Kimberley Operations Manager.