

Assistant Manager Mornington, Marion and Tableland

Come and help us manage 3 of our Kimberley jewels

Do you like working in a team? Do you like working a job where each day is different? Is a lifestyle in some of the most remote parts of the Kimberley appealing to you?

Then this is the job you have been looking for. Using your practical, land management skills you will deliver innovative land management activities across approx. 800,000 hectares of the remote north-west 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.

Four of these sanctuaries are located in the central Kimberley. Mornington, Marion Downs, Tableland and Charnley River-Artesian Range and one in the west Kimberley, Yampi. They cover a combined area of over 1.9 million ha and protect numerous threatened habitats and species. The WildlifeLink Centre for Research and Conservation at Mornington is the base for an award-winning land management and science program.

The north-west (NW) region has approximately 14 full-time staff, plus a team of seasonal hospitality and operations staff, several students, and utilises a range of volunteers for a wide array of projects.

In your position, you will be responsible for assisting the Kimberley Operations manager in delivering on ground land management programs across 3 of our sanctuaries; delivering feral animal control, weed control and fire management as well as supporting one of the country's leading science programs.

An important aspect of this role will be working with the local indigenous community to develop a team of rangers to work across all NW properties.

To be successful, experience working in the bush and getting things done on time and under budget is a must. You will need to be able to work with a wide range of people and understand the importance of the local community.

Most importantly, you will have a passion to be a part of the AWC team to build on our leading conservation program.

This role will require you to be based at Mornington, where accommodation will be provided. Mornington is very remote - about 5 hours' drive from Derby in Western Australia, and may be isolated for extended periods throughout the wet season.

See below for a full job description

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To Apply: send applications including a CV & covering letter addressing the critical competencies, as listed in the job description to employment@australianwildlife.org

Closing date for applications: 31st March 2017

Position Profile

Designation:	Assistant Sanctuary Manager (Mornington, Marion Downs and Tableland)
Reporting to:	Kimberley Operations Manager (KOM)
Supervising:	Staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.
Based at:	Mornington Wildlife Sanctuary, operationally you will be working across Mornington, Marion Downs and Tablelands Sanctuaries, central Kimberley WA.

Organisational context:

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.

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The north-west (NW) region has approximately 14 full-time staff, plus a team of seasonal hospitality and operations staff, several students, and utilises a range of volunteers for a wide array of projects. Day-to-day operations in the north-west are overseen by the Regional Ecologist (RE) and Kimberley Operations Manager (KOM) who report to the National Conservation & Science Manager, and the National Operations Manager respectively.

During the dry season (May – October), Wilderness Camps operate at both Mornington and Charnley River which give visitors a unique experience of the landscape and wildlife in the region, and inform them of the work that is carried out by AWC throughout the Kimberley and Australia. Charnley River-Artesian Range Wildlife Sanctuary is 1.5hrs drive north of the Gibb River Road, Mornington is 2 hours drive south.

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

The Assistant Manager (AM) reports to the KOM to ensure the yearly operations plan for the land management program is delivered on time and with exceptional outcomes. Core responsibilities being the day to day and week to week planning and delivery of sanctuary land management programs. You will be based at Mornington Wildlife Sanctuary, and operating across the three properties south of the Gibb River Road; Mornington, Marion Downs and Tableland.

Your staffing will be predominately AWC indigenous rangers, via a new program that the AM will be required to develop. At times you will also have permanent or casual AWC staff and volunteers to supervise. This role will involve considerable travel within the sanctuaries, requiring you to camp out for weeks at a time to ensure land management programs are seen through to completion. You will also be required to assist other Sanctuary Managers with land management programs on their respective NW properties (Yampi or Charnley).

You will work with the Land Management Officer (LMO) - asset and infrastructure, where their time is split working on infrastructure across the NW under the direction of the KOM and 50% working with you on land management programs.

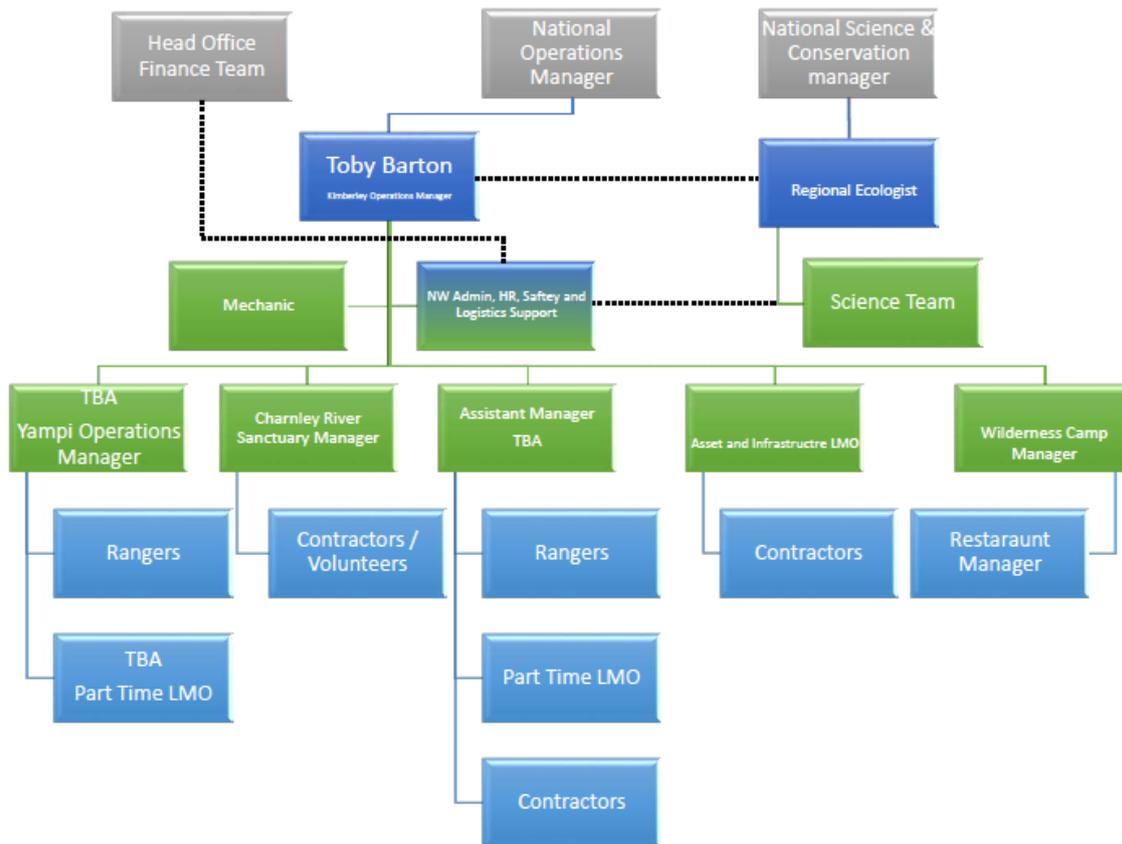
This is very much a delivery, or 'outside' role, with maximum one day a week in the office, the rest being in the field co-ordinating the land management programs. The yearly operations plan will be dictated by the KOM and RE, with the yearly land management work plan to be submitted for approval and then delivered by you.

Package includes; Salary (dependent on prior skills), accommodation (depending on applicant, either a single person dwelling or house), all services other than internet are covered.

Other key positions in NW relative to this role:

The Assistant Manager (Mornington) reports directly to, and supports, the Kimberley Operations Manager, will liaise closely with the Regional Ecologist (who, with the ecology team, implements the NW conservation and science programs at Mornington, Marion Downs and Tableland and with other staff in the NW, in particular:

- *Land Management Officer- Asset and Infrastructure* – 50/50 split between Infrastructure and Land Management. Asset and infrastructure is overseen by the KOM,
- *Sanctuary Officer (mechanical)* who undertakes all servicing of plant, equipment and vehicles;
- *Charnley River- Artesian Range Sanctuary Manager*; who runs the day to day land management and operations of the sanctuary.
- *Wilderness Camp Manager* – Oversees the Camp operations in the NW. Reports directly to the KOM.
- *Yampi Operations Manager* – Runs the operations of the Yampi Sanctuary, reports directly to the KOM.
- *Administration & Operations Support Officer (NW)* - who administers operations, finance, administration and logistics;
- *Wilderness Camp Handyman* - supported part-time by a Grounds person, who is responsible for grounds and infrastructure associated with the camp including visitor accommodation, restaurant, kitchen and amenities.



Inherent requirements of the role:

The execution of tasks associated with the position involves extensive fieldwork, which may be for multiple days/nights and in remote locations away from an established field base. The working environment is predominantly outdoors and often in the extremes of weather (0 in the winter; up to 45 degrees+ in the summer) – hot and wet and/or dry, especially when conducting fire and pastoral operations. The position 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 residing at this remote location (Mornington) and performing these activities in order to carry out the inherent role requirements.

Critical Competencies:

1. Demonstrated practical skills including:
 - a. General Infrastructure projects such as construction, fencing and building.
 - b. Ability to use a wide range of plant and equipment and carry out routine mechanical repairs to:
 - i. 4WD's, ATVs, graders, tractors etc
 - ii. Generators, pumps etc. – any experience with solar power systems highly regarded
 - iii. Power tools including chainsaws, welders etc.
 - iv. Firearms
 - v. Fire-fighting and weed spraying equipment
2. Demonstrated experience in practical land management including:
 - weed control programs

- fire management
 - feral animal control programs.
 - cattle management
3. Demonstrated planning and organisational skills. The ability to prioritise and execute a large number of tasks in an efficient manner and being able to re-prioritise on the fly.
 4. Excellent people management skills, including staff and contractor management, and volunteer supervision. Ideally you will have experience working with aboriginal people.
 5. Ability to improvise and problem-solve, developing practical solutions with limited resources.
 6. Demonstrated ability to manage financial resources including coding, tracking expenditure and operating within a budget.
 7. Excellent relationship-building skills, including the ability to develop and maintain relationships with a diverse range of stakeholders.
 8. Ability to use standard business software packages (including Word, Excel, and email) is essential, Experience with ARC GIS is an advantage.

Experience:

1. Delivering practical 'on-ground' results is more important than formal qualifications.

Licenses & Certificates:

1. A *valid manual driver's licence* (essential), an MR truck licence (desirable) with experience operating agricultural machinery such as trucks and tractors (desirable).
2. First aid certificate, preferably senior/remote.
3. Firearms experience is desirable.

Responsibilities:

1. Land Management activities

Key activities and responsibilities:

- In accordance with the approved Operational plans, develop yearly work plan to ensure the following is completed each year:
 - Feral animal control – implementation of approved culling/control, keeping detailed records.
 - Weed control – following on from prior weed control work in consultation with the science team, identify priority weeds and design and implement an ongoing control program, documenting effectiveness, maintaining stocks of and storing necessary chemicals and overseeing staff and volunteers who assist.
 - Fire management (prescribed burning) – ensure that infrastructure protection burns are put in place yearly before the prescribed burning season. Assist the KOM in the implementation of EcoFire; including following approved burn plans, data collection and assisting with suppression of wildfires across all AWC properties in the NW.
 - Cattle management – ensuring mustering operations are delivered across Mornington, Marion Downs and Tableland. The contracts for this are handled by the KOM with a full mustering team being contracted. You will be required to co-ordinate a team of rangers to assist the contractors in the yards, set up and pack down, keep detailed records of numbers and locations of mustered

<p>animals. A large portion of cattle management is the constant maintenance and improvement of de-stocking fences.</p> <ul style="list-style-type: none"> ▪ Other land management duties as directed. ○ Helicopter and light plane travel activities are required from time-to-time to undertake these and other duties associated with this role. ○ Assist the KOM and RE in reporting on the effectiveness of AWC's land management strategies in accordance with the Operational Plans. ○ Assist the science team in the development and implementation of strategies and work plans relating to research, inventory, and monitoring programs in the Kimberley properties as requested. ○ Other activities as required from time to time
<p>2. Assist with the development of the Operational plan and budget</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As requested by the KOM, provide data for the preparation of draft Operational plans and budgets for AWC's Kimberley properties. • Develop yearly work plan to be approved by the KOM and RE to implement the approved operational plan and, as requested, provide reports detailing progress in implementing the work plan in accordance with the approved format/procedure. • Seek approval for any variation from the work plan and, if approved, ensure completion.
<p>3. Administration, Finance & Reporting</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ensure all expenditure is in accordance within the approved budget and is in accordance with AWC policies and procedures. • Maintain other records in relation to carrying out land management programs as required.
<p>4. Staff, contractor and volunteer co-ordination</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required, and under the direction of the KOM, co-ordinate, engage, supervise and ensure the safety of: <ul style="list-style-type: none"> ○ Other staff, including casuals; ○ Contractors; ○ AWC Rangers; ○ Visiting students, interns and researchers; and ○ Volunteers. • Ensure all relevant AWC policies are complied with in relation to the engagement of contractors, staff and volunteers.
<p>5. Stakeholders</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Establish and maintain effective relationships with: <ul style="list-style-type: none"> ○ Visitors; ○ Neighbouring landholders and the local community; ○ Relevant government agencies;

- Aboriginal Corporations; and
- Other stakeholders.

6. Safety and Risk Management

Key activities and responsibilities:

- Ensure that all activities supervised by you are delivered in a safe manner
- Working with the KOM and LMO, undertake risk assessments and prepare a risk management plan for operations at Mornington, Marion Downs and Tableland. The risk assessments and management plans must aim to protect the health and safety of you, other staff, contractors, volunteers and visitors, as well as minimising public liability risk.
- Ensure appropriate management of risks in relation to the health and safety of yourself, other staff, contractors and volunteers.
- Liaise with the NW Administration & Operations Support Officer and under the direction of the KOM, implement and comply with the provisions of approved management plans. In particular:
 - Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards.
 - Ensure that you, and other staff and any volunteers/students/interns and/or volunteers have adequate training before using plant, equipment, tools and/or vehicles.
 - Ensuring emergency procedures are posted in appropriate locations.
- Ensuring incident and near miss reports are filled out and submitted as per the approved AWC policies and procedures in a timely manner.
- Ensure that you undertake safety inductions, as required, and instigate inductions with other staff, volunteers, contractors and visitors who are under your supervision.
- Suggest any changes that can be made to further improve the safety environment in the NW.

7. Sanctuary assets & infrastructure – overseen by the LMO –Asset and Infrastructure

Key activities and responsibilities:

- Ensure an inventory of all assets and infrastructure is maintained. Liaise with the NW Administration & Operations Support Officer in this matter.
- Ensure the maintenance schedule of all assets and infrastructure including roads, airstrips, buildings, fencing, walk-trails, fire-breaks etc is maintained.
- Ensure systems are in place to record all maintenance activity and to record the use and replacement of assets including fuel, equipment and maintenance supplies.

8. Undertake other tasks as required

Key activities and responsibilities:

- As requested, assist with the organisation of various requirements for supporter groups and other special visits to Mornington.
- Undertake other specified tasks as required by the KOM or RE.