Chief Information and Technology Officer

Australia's first technology leadership role dedicated to conservation

Use your technology skills and experience to save endangered wildlife

A truly unique opportunity – the first senior technology role dedicated to the conservation of Australia's endangered wildlife. This is your chance to blaze an exciting new trail, harnessing new and emerging technologies as the Chief Information and Technology Officer for Australian Wildlife Conservancy (AWC), the world's largest private (non-profit) owner of land for conservation.

In this varied leadership role, you will:

- develop and oversee the management of AWC's information technology systems, ensuring a secure and efficient system that operates effectively for staff located across the country including in remote locations; and
- identify and develop new and emerging technologies to improve the effectiveness of our land management and science operations – positioning AWC as a leader in the application of camera trap data collection and analysis, gps telemetry, drones, remote sensing, artificial intelligence, thermal imagery, facial recognition, bioacoustics and more.

This role therefore requires hands-on attention to detail in the more traditional role of managing an ICT system which involves substantial data collection and analysis, as well as creativity in the quest for innovative technology-based solutions which will improve our ability to deliver effective conservation.

You will need experience and a track record of success in a senior ICT leadership role, with both exceptional technical skills and outstanding interpersonal skills. Based in Perth, and reporting to the Chief Financial Officer, you will manage a team of ICT professionals and contractors while working closely with our operations (land management) and science team.

Success will be measured by reference to the efficiency and security of our ICT systems as well as the extent to which you help improve the effectiveness of our land management and science - increasing populations of wildlife and reducing the cost of our operations.

You will need a passion for conservation, motivated by a desire to work as part of a dynamic, innovative national organisation.

The successful candidate will be rewarded by a competitive remuneration package and, more importantly; the opportunity to transform conservation through technology.

See below for a detailed job description.

Enquiries: Andre van Boheemen, Chief Financial Officer | (08) 9380 9633

andre@australianwildlife.org

Expression of Interest: (CV & covering letter addressing the critical competencies and inherent role requirements) to: **employment@australianwildlife.org**

Closing date for applications: 2 March 2018

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.

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.

Position Profile

Designation:	**Chief Information and Technology Officer**
Reporting to:	**Chief Financial Officer**
Supervising:	**Systems Administration staff (2), contractors, volunteers and casual staff as required.**
Based at:	**Perth, WA**

Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private owner of land for conservation in the world – we now own and/or manage 27 sanctuaries covering more than 4.6 million hectares in remote locations such as the Kimberley, the Top End, central Australia and Cape York. The AWC estate protects a very high proportion of Australia's biodiversity including some of the largest remaining populations of many endangered species.

AWC's mission – to deliver effective conservation for all native animal species and their habitats – is achieved by:
- Operations – delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- Science – delivering the largest national biological survey program with a focus on measuring the population of indicator species and the extent of threatening processes as well as conducting research on key issues such as feral cat control.
- Fundraising – mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of field updates from around the AWC estate.

The Chief Information and Technology Manager role is a new position responsible for improving the effectiveness and efficiency of AWC operations by:
- ensuring best practice in the design, management, use and security of our ICT infrastructure and systems including databases (for example – how can we improve the collection of data in the field and achieve real time integration/management in a national database, given constraints on connectivity in remote areas);
- identifying and deploying new and emerging technologies to improve the effectiveness of our land management and science (for example – how can drones, AI, thermal imaging etc improve our ability to measure threatened species populations, detect and count feral animals, manage infrastructure and respond to wildfire?)

- helping tell the AWC story – dedicated field staff delivering ground-breaking conservation work to protect Australia's endangered wildlife and spectacular landscapes - through effective use of technology in our communications program.

Success in this position (ie, effective conservation) will be measured by reference to key metrics which track:
- The performance and security of our ICT infrastructure and systems.
- The extent to which improved use of technology:
    - helps generate better ecological outcomes; and
    - helps reduce costs.

In order to achieve success, you will need high level experience and previous success in executing a senior ICT role, combined with a passion for technology and an interest in conservation. You will be committed to using technology to help develop AWC's conservation model as an example of world's best practice, and be a strong advocate for AWC's achievements.

Key relationships will include:
- The position reports to the AWC Chief Financial Officer. You will be part of an integrated support team delivering finance, HR and ICT services across the organisation
- You will also work closely with the Chief Operations Officer and Chief Scientist and Conservation Officer, and the Development/communications team.
    - The ongoing development and application of technology-based initiatives is required to ensure the Operations team and the Science/Conservation team deliver the best possible ecological outcomes at lowest cost.
    - Technology also has a vitally important role to play in Development/Communications, promoting AWC achievements and connecting with our supporters via dynamic and timely field updates.
- The position supervises:
    - Systems Administrator – responsible for day to day maintenance of the AWC ICT system services and devices including the provision of advice and assistance to staff;
    - Information Management Officer – responsible for the development, administration and training for AWC's information management systems including SharePoint, desktop applications and media library.
    - A range of external vendors who provide managed services, hardware, software, application development and project consulting.

Critical Competencies:

1. **Innovation**: demonstrated ability to identify and develop practical solutions that apply current and emerging technologies to transform processes to deliver better outcomes at lower cost (for example: utilisation of developing technology involving drones, camera traps, thermal imaging, AI etc to improve AWC's ability to conduct surveys for wildlife and/or detect feral cats).

2. **ICT experience**: demonstrated experience in:
   a. a senior role with responsibilities for organisation wide ICT functions; and
   b. measurement of ICT effectiveness utilising appropriate performance metrics;
   c. ICT project management where output is delivered in a timely and cost-effective manner; and
   d. achieving an appropriate balance between in-house and external resource;
   e. implementing ICT solutions both in remote locations of poor connectivity and also highly connected environments;
   f. designing, implementing, maintaining and documenting ICT processes and procedures (including in relation to confidentiality/security of data).

3. **Managing staff:** you need excellent people management skills, including in the leadership of staff and in managing remote teams of staff/contractors.

4. **Working with people**: excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of external stakeholders especially vendors and other technology partners.

5. **Financial management**: demonstrated ability to deliver projects in a cost-effective manner and to manage financial resources including:
   a. Preparing and maintaining a budget at the ICT portfolio (entity) and ICT project level;
   b. Operating within budget; and
   c. Preparing written financial and operational reports.

6. **A passion for conservation:** a passion for, or strong in interest in, conservation.

7. **Willingness to travel**.

Qualifications:

Formal qualifications in Information Science, Engineering or related discipline.

Licences and Certificates

1. A *valid* manual driver's licence.
2. [National Police Certificate](#)

Responsibilities:

1. **Lead and manage the delivery of data, infrastructure and systems in accordance with an ICT strategy**
Key activities and responsibilities: • Lead the development, review and implementation of AWC's ICT strategy.   • Manage the design, maintenance and development of ICT systems including, but not limited to: line of business applications, network, infrastructure, and infrastructure applications and systems.   • Maintain the security and integrity of ICT systems to minimise risk through focus on reliability, availability, supportability, recoverability and redundancy.   • Design, maintain and test backup, security and disaster recovery plans and procedures.   • Design, implement and maintain policy and procedures for ICT systems including in relation to confidentiality/security of data.   • Maintain an appropriate balance of internal and external resource for ICT systems.   • Manage contractual relationships with external vendors that deliver managed services, hardware, software, application development and other consulting.   • Contribute as required to the external annual audit of AWC in relation to the testing of internal controls for the ICT systems.   • Contribute as required for regulatory compliance including but not limited to the Privacy Act, ACMA, Electronic Transactions Act, PCI compliance.
2. **Identify and develop practical technology-based solutions that transform processes and deliver better outcomes at lower cost**
Key activities and responsibilities: • Collaborate with AWC ecologists and land managers to identify opportunities for technology-based solutions which improve the delivery of effective conservation (eg, improve the effectiveness of biological surveys; reduce the cost of fire management or feral control, etc).   • Develop, test and implement technology-based solutions.   • Priority areas will include:

- o improving the efficiency and integrity of data capture, transmission, storage and utilisation; and
- o harnessing the potential, as relevant, associated with camera trap data collection and analysis, gps telemetry, drones, remote sensing, artificial intelligence, thermal imagery, facial recognition, bioacoustics and more.
- Research emerging, relevant technologies for potential application at AWC.
- Create compelling, thorough business cases for relevant technology projects.
- Maintain a relevant network of contacts across the ICT and broader technology community.

3. Develop operational plans and budgets.

Key activities and responsibilities:
- Oversee the preparation of annual operational plans for delivery of AWC's ICT program.
- Oversee the preparation of draft annual budgets for delivery of AWC's ICT program.

4. Oversee the implementation of approved operational plans and provide regular progress reports

Key activities and responsibilities:
- Oversee the implementation of the actions set out in approved operational plans.
- Provide a quarterly report and annual reports detailing progress in implementing the plans.
- Provide additional progress reports, as requested.
- Seek approval for any variation from the operation plans and, if approved, oversee or implement the amended plans.
- Monitor effectiveness of ICT and technology initiatives using appropriate performance metrics.

5. Financial management and reporting

Key activities and responsibilities:
- Deliver activities in the most cost-effective manner.
    - o Ensure ongoing review of ICT expenditure to optimise impact of available funds.
- Ensure that all operational expenditure is in accordance with:
    - o The approved budget (at project budget and ICT function level); or
    - o 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.

6. Management of staff and contractors

Key activities and responsibilities:

- Manage permanent staff plus contractors and casual staff. Ensure staff have clear milestones/key result areas against which progress/performance can be measured.
- As required, co-ordinate, engage and supervise:
  - Visiting staff;
  - Contractors (in accordance with AWC procurement policy); and
  - 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 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.

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

Key activities and responsibilities:

- In accordance with the requirements of the National Operations Manager, or their delegate, undertake project risk assessments (PRA's) and prepare risk management plans for relevant operations especially operations in remote areas. The risk assessments and management plans must protect the health and safety of everyone involved in an operation including you, other staff, contractors, volunteers, students, interns and visitors.
- Implement and comply with the provisions of the approved risk management plans 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 National Operations Manager, are implemented and complied with.
- In particular, as applicable to an operation:

- Ensure that an induction system is in place, implemented and audits are completed in accordance with AWC safety policies and procedures
- Ensure emergency procedures, including check in/out systems are in place, reviewed regularly and are posted in appropriate locations.
- Ensure the installation and use of hazardous materials and equipment is consistent with regulatory requirements and accepted safety standards.
- 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.

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

Key activities and responsibilities:

- As required, support the execution of AWC's Communications Strategy.
- Submit regular weekly reports.
- Represent AWC at various public forums, as required, and in accordance with AWC policies and requirements.

9. Assist in the implementation of development programs

Key activities and responsibilities:

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

10. Undertake other tasks as required

Key activities and responsibilities:

- Undertake other tasks as requested by the Chief Financial Officer.