

~ 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 or manages in partnership more land than any other private conservation organisation in Australia - 29 properties, covering more than 6.5 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 Kimberley region: Mornington, Marion Downs, Tableland and Charnley-River, along with three partnerships including the Dambimangari Indigenous Protected Area, Wilinggin Indigenous Protected Area and the Yampi Sound Training Area. In total, these sanctuaries and partnerships cover a combined area of over 4.3 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 Administration Officer to assist in providing administrative support to AWC's operations and conservation programs across the North West Kimberley. Commencing early 2020, this will be a fulltime position, reporting to the Regional Operations Manager and will be based in Broome WA, with extensive travel within the North West. This is an exciting opportunity to support a tightly integrated land management, science and monitoring program protecting many national significant species in one of Australia's most important ecological regions.

The successful candidate will work alongside other AWC staff based in the Kimberley including operations and land management staff, ecologists, researchers, hospitality staff and volunteers. In addition the Administration Officer will work closely with finance and support staff from the AWC Head Office in Perth as well as AWC's indigenous and government partners and external stakeholders.

The candidate would have demonstrable experience with organisational financial systems and knowledge of accounting and budgeting. Experience in managing financial resources and operating within budgets and possess exceptional planning, organisational and communication skills. The candidate would need a flexible, well-structured approach to work tasks and maintain a high level of attention to detail. Previous experience of working and living in a remote areas and a background or interest in nature conservation would be highly desirable.

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. The successful applicant will be offered a competitive salary based on skills and experience.

Closing date for applications: Monday 9 December 2019

Initial enquiries: [Fiona Tran, HR Administrator](mailto:Fiona.Tran@australianwildlife.org)

Applications to: employment@australianwildlife.org

Please include a resume, cover letter (including where you saw the advertisement), and document addressing critical competencies in your application.

Please note:

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows ongoing full-time work in Australia, in order to apply for this position. Sponsorship is not available.
2. 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.

Annexure 1 – Position Profile

Designation:	Administration Officer (North West)
Reporting to:	Regional Operations Manager
Based:	Broome with frequent travel

Organisational context:

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During the dry season, Wilderness Camps operate at Mornington and Charnley River which showcase AWC's work both in the Kimberley and AWC's other sanctuaries. The north-west region has 23 full-time staff and 19 seasonal staff. The diverse team of operations and land management officers, ecologists, hospitality staff, researchers, and a range of volunteers work on a wide array of programs across the region. Day-to-day operations in the north-west are overseen by the Regional Ecologist and Regional Operations Manager who report to the National Science & Conservation Manager, and the Chief Operating Officer, respectively.

The two staff streams (operations and science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies. The position of Administration Officer reports directly to the Regional Operations Manager, and provides support to the Regional Ecologist, and will be required to liaise with all north-west staff (operations and science) in order to fulfill the duties required of this role.

Other key positions in the NW

The Administration Officer works with a team of land managers and ecologists, as well as staff at the Mornington and Charnley Wilderness Camps. Other personnel involved in the north-west programs include indigenous rangers, contractors, students, interns, volunteers and visitors.

Key positions in relation to this role include:

- Regional Operations Manager
- Regional Ecologist
- Regional Sanctuary Managers
- Land management Officers and Indigenous Rangers
- Ecologists
- Wilderness Camp staff
- Head office staff, based in Perth, including HR, Finance, Operations, Development and the Executive.

NB: This role requires the successful candidate to work closely with the AWC Finance team, located in Subiaco.

Critical competencies:

1. Strong telephone, email and personal communication skills.
2. Excellent people management skills, including coordinating a team of staff, AWC indigenous rangers, interns, volunteers, visiting researchers and contractors.
3. Exceptional planning and organisational skills.
4. Advanced ability to use standard business software packages (including Word, email, Excel) and general computer skills are essential. Experience in database management will also be highly regarded.
5. Experience with financial systems and knowledge of accounting and budgeting including collection and management of revenue, authorisation of expenditure and associated processes.
6. Experience in managing financial resources and operating within a budget (coding and tracking expenditure).
7. A flexible, a well-structured approach to work tasks and high level of attention to detail.
8. Self-motivation and ability to work both independently and as part of a small team.
9. Previous experience of working and living in a remote area is highly desirable. Ability to work in an isolated small team environment with autonomy.
10. A background or interest in nature conservation is highly desirable

Qualifications:

1. Formal qualifications in a relevant discipline (Business Administration, Bookkeeping) would be an advantage, but is less important than strong practical experience and a good track record of delivering results.

Licenses & Certificates:

1. Manual *valid* driver's licence.
2. 4WD experience / Defensive and 4WD Driver Training Certificate
3. Police clearance certificate.
4. First aid certificate.

Inherent requirements of the role:

The execution of tasks associated with the position will involve some fieldwork, but is predominantly an office-based role. Frequent travel to remote locations will be a requirement of the role. Extremes of weather can be experienced (0 in the winter; up to 45 degrees+ in the summer). The position requires a moderate level of fitness and can include lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful applicant must be physically and mentally capable of residing at remote locations for extended periods and performing these activities in order to carry out the inherent role requirements. You will be working in an environment that is ever changing, with day to day operations being effected by weather events (fire, rain, floods), sporadic availability for resources (helicopter, people etc.) and access to certain areas.

Responsibilities:

1. Provide administrative and operations support to north-west staff
Key activities and responsibilities: <ul style="list-style-type: none">• Answer telephone and email enquiries regarding the north-west region and direct phone calls and other queries to relevant members of staff where appropriate.• Manage the supply of office materials and equipment in liaison with regional staff.• Maintain appropriate filing system for all administrative and accounting records.

- Ensure personnel records are submitted promptly to the HR Manager for all north-west staff (i.e. annual leave forms, contract documents for new staff), and maintain copies on sanctuary (in a confidential and secure location), as required and appropriate.
- Assist in the management of IT equipment and peripheral office equipment.
- Assist with administration duties associated with supporting the research and land management programs.
- Prepare and submit monthly fuel consumption reports to the AWC Finance department.
- Assist in maintaining an inventory of all assets and infrastructure, including a maintenance schedule and systems to record the use and replacement of assets including fuel, equipment and maintenance supplies.
- Assist with asset disposal
- Manage travel bookings for north-west staff, including coordinating charter flights for visiting staff and supporters.

2. Provide logistics support to north-west staff

Key activities and responsibilities:

- Manage all mail items including the weekly mail service, distribution, postage and couriers.
- Assist in the coordination of incoming and outgoing staff and volunteers.
- Ensure appropriate meal and accommodation arrangements are in place for incoming staff and volunteers.
- Assist and co-ordinate the maintenance of office and IT supplies, general sanctuary supplies.

3. Provide accounts support to north-west staff

Key activities and responsibilities:

- As per approved AWC financial policies and procedures:
- Process reimbursements for costs incurred by north-west employees/volunteers.
- Reconcile credit card transactions on a monthly basis.
- Raise purchase orders in the AWC Finance system.
- Receipt purchase orders in AWC Finance system when goods/services have been received.
- Record and process supplier invoices and statements on a weekly basis.
- Work with the wilderness camps at Mornington and Charnley to collate their accounts and submit on their behalf.

4. Assist with operations plans and budget preparation and reporting

Key activities and responsibilities:

Assist the Regional Operations Manager, Regional Ecologist and Wilderness Camp Managers, as required, with:

- Data required for the preparation of annual budgets for the North West sanctuaries.
- Keep up-to-date records of approved budgets.
- Quarterly reports detailing progress in implementing the plans in accordance with the approved format/procedure.

- Consolidating expense data in the form required to monitor expenses incurred against budget for both operations and science activities.
- Ensuring all expenditure is in accordance with the approved budget and in accordance with AWC policies and procedures.
- Necessary financial reports are prepared in accordance with AWC policies and procedures, including monthly reports detailing any expenditure from the Imprest account or credit card.
- All required records and paperwork are retained and, as necessary, submitted to the AWC finance department.
- Collection, recording and banking of all revenue in accordance with AWC policies and procedures.
- Assist and support Wilderness Camp Managers and staff with the organisation of supporter events, in particular special visits during the Wilderness Camp off-

5. Manage the coordinated delivery of the volunteer program in the north-west region

Key activities and responsibilities:

- Liaise with all regional staff to determine appropriate volunteer activities and develop a timetable and annual schedule of suitable volunteer events.
- Manage and respond to all volunteer queries for the north-west region.
- In conjunction with relevant staff, co-ordinate volunteer activities including catering, equipment, vehicles, insurance (via head office) etc. with particular regard to safety.
- Liaise with head office to ensure that volunteer agreements are in place for all volunteers and the database is regularly updated and maintained.

6. Other tasks.

Key activities and responsibilities:

- Provide assistance to staff and with general day-to-day operations, as directed by the Regional Operations Manager. For example, the Administration Officer may assist in the coordination of travel to and from the sanctuaries, organise supply runs and support fire-fighting activities.
- Undertake other tasks as requested by AWC.