

Regional Operations Manager – North West

Once in a lifetime role – senior role leading the conservation of 4.3 million hectares of the Kimberley

This is the job of a lifetime– a truly unique opportunity to lead a team delivering conservation across 4.3 million hectares of the Kimberley, one of the world’s last great natural areas. Your leadership and management skills, and your passion for protecting Australia’s landscapes, will help protect some of the nation’s most endangered wildlife, building a legacy for future generations.

Australian Wildlife Conservancy (AWC) is looking for an experienced leader and manager of people, ideally with a strong background in asset/infrastructure management and/or land management and a track record of working effectively with diverse stakeholders, to lead our Kimberley team.

Based in Broome or at one of AWC’s Kimberley properties, you will be responsible for leading and growing a dynamic team delivering land management across 6 Kimberley properties ranging from the rugged sandstone ranges in the central Kimberley to the spectacular north-west Kimberley coast (the only part of Australia to have suffered no extinctions since European settlement). This includes projects working in partnership with traditional owners and pastoralists, as well as the delivery of land management on a military training area.

Your focus is on delivering cost-effective fire management, feral animal control and weed control as well as major asset/infrastructure developments. Success will mean a measurable increase in the health of country including the population of key species such as Golden-backed Tree-rats, Golden Bandicoots, Gouldian Finches and Purple-crowned Fairy-wrens. You will also oversee our Kimberley visitor programs, helping raise awareness of AWC and the plight of the Kimberley’s wildlife.

You will need a passion for conservation, motivated by a desire to work as part of a dynamic, innovative national organisation. You will also need to have experience working in the bush and getting things done on time and under budget.

This is a rare opportunity to use your management skills and experience to help save Australia’s wildlife and the habitats in which they live. The successful applicant will be offered a competitive salary, based on skills and experience.

Closing date for applications: Monday 16 December 2019

Enquiries: Catherine Johnson – Acting HR Manager
(08) 9380 9633 / catherine.johnson@australianwildlife.org

Applications to: employment@australianwildlife.org

Please include a covering letter *addressing the critical competencies, licences/training and inherent role requirements* and your CV.

Please note:

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows permanent 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

To learn more about AWC, please visit our website: www.australianwildlife.org/

Position Profile

Designation:	Regional Operations Manager (North West)
Reporting to:	Chief Operations Officer
Supervising:	Approximately 6 – 8 permanent staff, 15-20 seasonal staff, several casual staff and a range of contractors. From time-to-time students, volunteers, contractors and other staff, who will assist in the execution of the duties listed below.
Based at:	Broome / Kimberley WA

Organisational context:

Australian Wildlife Conservancy (AWC) is a non-profit organisation dedicated to the effective conservation of Australia's threatened wildlife and the habitats in which they live. 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.

The Regional Operations Manager is responsible for delivering *effective conservation* at the sanctuaries within the region.

Success in this position (ie, effective conservation) will be measured by reference to key metrics which track:

- The populations (or other metric) of indicator species.
- The extent to which threatening processes are reduced including:
 - avoiding or limiting wildfires;
 - reducing the density/population of feral animals; and
 - reducing the area of occupancy of invasive weeds.
- The cost at which outcomes are delivered (our aim is to deliver the highest outcomes at the lowest cost).

Success will also include delivery of an effective partnership model with traditional owners – such as the Dambimangari project – with a focus on training and education initiatives.

In order to achieve success, you will need to manage and direct resources efficiently and in accordance with an approved budget and operating plan, informed by science-based strategies. The level of on-ground activity (feral animal control, weed control, fire management) is measured and reported on a regular basis.

You will be responsible for ensuring tight integration with the science team and management of your region as part of a national AWC approach to conservation.

Engagement with key stakeholders and AWC supporters, including through sanctuary events and the operation of visitor programs, and contributing to AWC's communications program are also important functions of this role. In this respect, you need to be a strong advocate for AWC's conservation model and achievements.

Key relationships will include:

- The position reports to the AWC Chief Operations Officer.
- The position supervises AWC sanctuary and operations managers.
- As Kimberley Regional Operations Manager, you will work closely with AWC's Kimberley science team, led by the Regional 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

Critical competencies:

1. **Strategic thinker**, you need to be able to evaluate complex issues to find solutions that aid the achievement of AWCs strategic objectives.
2. **Workload management**, you need to be able to manage a significant and varied workload to ensure both operational and work of strategic importance is completed on time.
3. **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.
4. **Managing staff**: you need excellent people management skills, including the leadership of, and managing and coordinating remote teams of staff and contractors.
5. **Working with people**: excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of stakeholders.
6. **Practical land management and asset management or comparable skills/experience**: You need to demonstrate knowledge and practical experience overseeing/delivering land management programs including fire management, weed and feral animal control programs or comparable experience that is readily transferable. Demonstrated practical skills managing assets and infrastructure is required including:
 - a. The planning, supervision and implementation of large scale infrastructure projects such as fencing and building.
 - b. The management and use of a wide range of plant and equipment.
 - c. 4WD experience in relevant off-road conditions is essential.
7. **Financial management**: demonstrated ability to deliver projects in a cost-effective manner and to manage financial resources including:
 - a. Preparing and maintaining a budget
 - b. Coding and tracking expenditure, operating within the budget; and

- c. Preparing written financial and operational reports.
8. **Paperwork/compliance:** demonstrated ability to maintain records, manage data, write letters and reports, manage permit/authorization processes and undertake contract management.
9. **Resourcefulness:** the ability to improvise and ‘problem-solve’, developing practical solutions with limited resources.
10. **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.
11. **Information technology:** advanced ability in using standard business software packages (including Word, email, Excel, MS Project) is essential.
12. **A passion for conservation:** a passion for, or strong interest in, conservation.
13. **Willingness to travel.**

Qualifications:

1. Formal qualifications in a relevant discipline is referred, as well as strong practical experience and a good track record of delivering ‘on-ground’ results.

Licenses & Certificates:

1. Valid manual driver’s license, with 4WD experience in difficult conditions is essential.
2. Experience operating agricultural machinery such as trucks and tractors.
3. Bushfire control training and experience.
4. Senior first aid certificate (remote certification – highly desirable).
5. Current police clearance certificate.
6. Firearms experience and license.

Inherent requirements of the role:

The execution of tasks associated with the position involves extensive fieldwork, often for multiple days/nights and in remote locations away from an established field base. The working environment will often be outdoors and in the extremes of weather – hot and wet and/or dry, especially when conducting fire and pastoral operations. During the Kimberley dry season this can range from 3 degrees overnight to 40+ degrees during the day. The position is physically demanding, requiring heavy muscular activity including lifting, and 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 application must be physically capable of performing these activities and being based at this location (Mornington) in order to carry out the inherent role responsibilities.

General description of role:

The primary responsibilities of the Regional Operations Manager include:

1. The development and implementation of operational plans and annual budgets for AWC properties in the North West.

2. Staff management, including overseeing and implement priority land management programs in accordance with strategies developed in collaboration with the science team:
 - a. Fire management
 - b. Feral animal control
 - c. Cattle management
 - d. Weed control
3. Infrastructure repairs, maintenance and development.
4. Supporting the operations of the Mornington Wilderness Camp.
5. Integration of operational activities with biological inventory, monitoring and research programs, which are delivered by the Regional Ecologist (NW).
6. Active engagement in hosting of supporters and fundraising and development programs.

Responsibilities:

1. Develop Operational plans and budgets for the North West sanctuaries
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Prepare draft Operation plans for the Kimberley sanctuaries in accordance with timeframes requested by the Chief Operations Officer. • Prepare a draft budget for the Kimberley sanctuaries in accordance with the timeframe requested by the Chief Operations Officer. • Operational plan and budgets must address key issues including: <ul style="list-style-type: none"> ○ General sanctuary management, including asset and infrastructure management (including fences and roads) ○ Fire management ○ Cattle management ○ Feral animal & weed control
2. AWC Leadership
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Coach, mentor and develop staff (including new employee on-boarding) and foster the AWC values of respectful, informed, dedicated, innovative, accountable and sustainable. • In collaboration with the HR Manager, recruit, interview & select employees. • Foster a spirit of teamwork and unity among team members that allows for constructive conflict, the appreciation of diversity as well as cohesiveness, supportiveness and working effectively together to enable each employee, and the team to succeed. • Consciously create a sanctuary culture that is consistent with the AWC culture. • Provide effective performance feedback through employee recognition, rewards, and disciplinary action, with the assistance of HR when necessary.

- Lead employees using a performance appraisals and development process and framework to encourage employee contribution, including setting goals, giving feedback and performance development planning.
- Collaborate with other senior staff nationally in the development of programs and projects being undertaken across AWC sanctuaries.

3. Management of staff & contractors

Key activities and responsibilities:

- Manage a team of permanent & casual staff, and volunteers dedicated to the management of the NW sanctuaries.
- As required, co-ordinate, engage and supervise:
 - Other staff;
 - Contractors and/or;
 - Volunteers.
- Ensure all relevant AWC policies are complied with in relation to the engagement of NW operational staff and contractors, including occupational health and safety.
- Manage the allocation of staff resources across the sanctuaries, as necessary, to meet operational requirements.
- Provide key point of accountability and leadership for indigenous engagement as required for the Kimberley Sanctuaries. In particular, be the key point of contact for the Tableland community and project.

4. Stakeholder Management

Key activities and responsibilities:

- Develop and maintain relationships with stakeholders as relevant to the operations of the NW Sanctuaries. In particular;
 - Government agencies (e.g.: DPaW, DFES)
 - Pastoral neighbours
 - Indigenous communities and land councils
 - Suppliers and contractors

5. Develop and implement strategies addressing significant threats to wildlife and ecosystems

Key activities and responsibilities:

- In collaboration with the Regional Ecologist, develop and implement strategies and work plans to address key threats to the wildlife and ecosystems of Kimberley sanctuaries.
- In collaboration, develop and implement strategies for regional land management programs including fire management, weed control and feral animal control (this will require collaboration with regional stakeholders).
- *Note: these strategies are subject to approval by the National Operations Manager and National Conservation & Science Manager.*

6. Develop and maintain sanctuary assets and infrastructure

Key activities and responsibilities:

- Organise and oversee staff and contractors in relation to:
 - Infrastructure development projects
 - Road maintenance
 - Fence construction and maintenance
- Ensure the maintenance of an inventory of all assets (including fuel) and infrastructure.
- Establish, and keep up-to-date, a maintenance schedule for all assets and infrastructure.
- In accordance with the approved maintenance schedule, and as required, ensure the maintenance, servicing and repair of all infrastructure and assets (including plant, equipment, and vehicles).
- 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.
- Ensure appropriate insurance cover is in place for all assets, as per approved AWC procedures.

7. Assist with the management of Mornington Wilderness Camp

Key activities and responsibilities:

- Provide advice, support and assistance to the Wilderness Camp Manager in the operation of the Wilderness Camp including:
 - The recruitment and management of seasonal staff;
 - Asset and infrastructure maintenance and repairs, including emergency repairs where necessary; and
 - Assisting in quotations for various works.
- Ensure all activities associated with the operation of the Wilderness Camp are consistent with the conservation of wildlife and ecosystems.
- Active involvement in the delivery of supporter events and public education programs, including promoting awareness of:
 - Relevant conservation issues (Kimberley) and more broadly, AWC.

8. Financial management and reporting

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 Imprest account or credit card.
- 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 all revenue is in accordance with AWC policies and procedures.

9. Assist in the implementation of research and monitoring programs

Key activities and responsibilities:

- As requested, assist the Regional Ecologist in the development and implementation of strategies and work plans relating to research, inventory and monitoring programs in the North West.

10. Other day-to-day management tasks

Key activities and responsibilities:

- Conduct other day-to-day management tasks, as required, to ensure the effective management of AWC sanctuaries and the conservation of its wildlife and ecosystems.

11. Implementation of a volunteer program

Key activities and responsibilities:

- Ensure that the volunteer program in the Kimberley is integrated within AWC’s national volunteer program.
- In particular, oversee:
 - The selection of appropriate people as volunteers;
 - Ensuring volunteers are given relevant information before travelling to the Kimberley (e.g. on conditions, the tasks they will be asked to perform etc); and
 - Ensuring volunteers are inducted and managed effectively whilst on AWC sanctuaries.

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

Key activities and responsibilities:

- Ensure the provision of information relating to wildlife, ecosystems and management programs, as required, by the AWC Communications Manager for use in the AWC communication strategy, including actively and regularly providing photographs and video footage for use in communications.
- Ensure the completion of weekly reports for NW sanctuaries
- Establish and maintain effective relationships with:
 - Visitors & supporters;
 - 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.
- Represent AWC at various public fora, as required, and in accordance with AWC policies and requirements.
- Liaise with the general public including handling general inquiries and correspondence.

13. Assist in the implementation of fundraising programs

Key activities and responsibilities:

- As required, assist in the implementation of fundraising programs including, for example, by drafting grant applications and assisting in the organisation and conduct of donor visits.
- NB: The Regional Operations Manager is expected to be actively engaged in the hosting of supporters, events, and fundraising generally.*

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

Key activities and responsibilities:

- In accordance with the requirements of the National Operations Manager, undertake a risk assessment and prepare a risk management plan for operations at each North West AWC sanctuary. The risk assessment and management plan must aim to protect the health and safety of staff, contractors, volunteers and visitors.
- Implement and comply with the provisions of the approved risk management plan. Including actively seeking to mitigate and eliminate risks.
- In particular:
 - Ensure the installation and use of hazardous materials and equipment is consistent with accepted safety standards.
 - Ensure that you, other staff, contractors and any volunteers (including students) have adequate training before they use plant, equipment, tools and/or vehicles.
 - Ensure Safety Management Plans & Emergency procedures are developed and posted in appropriate locations (including check in and out procedures).
 - Ensure Project Risk Assessments are developed for projects.
 - 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.
 - Be accountable for all staff movements (systems in place to track and account for staff locations).

- Maintain a working knowledge of AWC’s OH&S policies and procedures, including knowing their location on the intranet and how to access them, and regularly reviewing any updates.

15. Undertake other tasks, as required

Key activities and responsibilities:

- Conduct other day-to-day management tasks, as required, to ensure the effective management of AWC sanctuaries and the conservation of its wildlife and ecosystems.
- Work with other senior staff within AWC to collaborate on developing innovative solutions for strategies and programs (science and operations)
- Undertake other specified tasks at Kimberley sanctuaries and/or at other AWC sanctuaries.