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Position description

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| POSITION TITLE | Field Officer |
| ROLE GRADE | 6 |
| REMUNERATION | $61,913 - $75,672 plus super (with opportunities for further growth) |
| LOCATION | Carnarvon Station Reserve Augathella Qld |
| DATE REVIEWED | February 2024 |
| POSITION BASIS | Full Time 1.0FTE ongoing |

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## Introduction

Bush Heritage Australia is a leading not-for-profit conservation organisation founded in 1991 that protects ecosystems and wildlife across the continent; working with Aboriginal and Torres Strait Islander (ATSI) people and the agricultural sector to make sure its impact is deep, sustainable, and collaborative.

By 2030, Bush Heritage’s ambition is to be a leader in ecological insight; a partner of choice; achieving impressive on-ground outcomes; and delivering impact at landscape-scale for people, wildlife, and ecosystems.

Bush Heritage’s aims to deepen and double its impact by 2030 – protecting, restoring, and regenerating a total of 30 million hectares of land (an area larger than the state of Victoria). This will include:

* Significantly scaling up the national conservation innovation program to enable depth of impact across the landscapes Bush Heritage actively manages.
* Double the amount of land that Bush Heritage directly owns and manages from 1.4 million hectares to 2.4 million hectares.
* Deepen support of Aboriginal partnerships through exploring, strengthening and growing relationships with Aboriginal partners through a right-way approach; and
* Working with farmers and other land managers to enhance biodiversity across over 10 million hectares of agricultural land towards a more sustainable future.

Bush Heritage’s success and culture lies with connecting people with purpose: committed members of staff, selfless volunteers, expert partners and loyal and passionate financial supporters.

We're proud to acknowledge the [Traditional Owners](https://www.bushheritage.org.au/what-we-do/landscape-management/traditional-owners) of the places in which we live and work. We recognise and respect the enduring relationship they have with their lands and water, and pay our respects to Elders, past and present.

## Organisation overview

Bush Heritage is led by the Chief Executive Officer (CEO), who is supported by a strong senior leadership team (SLT) and directed by a committed and diverse Board. The directors include leading Australians from business and commerce, government, non-government and private sectors, conservation, and science. Bush Heritage demonstrates a strong commitment to Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

The organisation has six teams – Conservation Operations (including Regions, National Fire Program and Aboriginal & Torres Strait Islander (ATSI) Engagement), Science & Conservation, Engagement, Strategy & Growth, People, Safety & Culture, and Corporate Services.

## Our work environment

Depending upon the nature of your role in Bush Heritage your role may be mostly office based, a mix of office and field based or mostly field based. These workplace environments present a range of requirements as part of the role which include but might not be limited to:

**Office based:** computer use; sitting at a desk; online meetings; working with volunteers.

**Field based:** working outdoors in hot/cold/ windy/dusty environments; lifting up to 20kg; bending, reaching, pulling/pushing; manual dexterity/manipulation; distance walking in outdoor environments with uneven terrain and between buildings; requirements to wear personal protective equipment for some tasks; exposure to herbicides, poisons, fuels and lubricants; working with mobile plant and equipment; driving using 4WD over uneven terrain; some peaks and troughs in work cycles due to unexpected circumstances e.g. bushfires; working with volunteers.

## Our values

**We walk in Harmony**

**We see the possibility**

**We listen and learn**

**We make change real**

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| **We walk in Harmony:** We nurture a regenerative ecosystem to hum in harmony. Walking side-by-side to form relationships grounded in reciprocity, where we all have the space to give and take. We embrace a rich diversity of people and perspectives, for we know the stronger our community is, the further we can walk together to heal Country.  |  | **We see the possibility:** We see the possibility of what a healthy, resilient world could look like – if only someone believed in it. We see this future and sound it out for all to hear with our voice of hope. It takes thinking differently, to broaden horizons and look beyond what’s right there. With creativity that confidently rises from credibility.  |
| **We listen and learn:** We listen, respect and share. Always leaving room for honest conversations - so even as we grow up, we don’t grow apart. We actively learn and take responsibility for the part we play in protecting the natural world. Holding ourselves - and each other - to account so we never lose sight of where we’re heading. |  | **We make change real:** Our purpose moves us to action. With our feet firmly planted on the ground, we find practical and pragmatic ways to create functional solutions to sustain land and life. We do what needs to be done, in the good days and the bad. For us, nothing beats seeing ideas put into action, and feeling the impact of our change for good. |

## Position summary

Reporting to the Carnarvon Station Reserve Manager, the Field Officer is responsible for fulfilling the responsibilities associated with this position.

The Field Officer will work with the Reserve Manager to ensure the day-to-day management of Carnarvon station reserve meets the goals of the Reserve Management Plans and Bush Heritage. As a Reserve based position, the Field Officer will manage and work in collaboration with Ecologists and other non-reserve staff to contribute to the management and operation of Carnarvon Reserve.

Specifically, it is essential that you have relevant work experience for this role as documented in this Position Description.

The position is based at Carnarvon Station 200km NNE of Augathella Qld, it is a remote location with periods of isolation during wet weather.

To be successful you will:

* Have general rural/station maintenance skills, fencing, water supply and reticulation, road maintenance, steel and timber fabrication skills, operate and maintain plant and equipment.
* Have experience working on bushfire containment and planned burns.
* Be a team player with ability to see the bigger picture.
* Have an aptitude to improvise and think on your feet.
* Have a strong work ethic and take pride in a job done well.

## Key responsibilities

The primary responsibilities associated with the role include:

1. Land management activities and on ground works, e.g. spraying weeds, fire management, feral animal control, and soil conversation works.
2. Comply with and follow all health, safety, and environment directions.
3. Implementation of the Reserve Management Plan, including but not limited to fire, pest animal, weed and soil conservation programs.
4. Fire management as required.
5. Undertake and assist with infrastructure projects including repairs and maintenance of fences, housing, roads, sheds and plants and equipment.
6. Supervise contractors and volunteers and deliver volunteer inductions.
7. Operate, maintain service and repair small plant and equipment to a high standard.
8. Undertake approved formal and informal training (including on-the-job training)
9. Other duties as required from time to time consistent with the position grade.

## Selection criteria

### Essential

* An interest in nature conservation and the objectives and values of Bush Heritage
* Demonstrated experience in rural land management and or on ground natural resource management.
* Demonstrated experience in health and safety risk assessment procedures and requirements in a rural environment.
* A sound level of physical fitness to undertake required manual activities.
* Proven ability to undertake practical skills relating to mechanical, infrastructure, plant and equipment repair and maintenance.
* Demonstrated ability to work both independently and as a team member under both direct and remote supervision.
* Ability to work alongside and supervise volunteers, visitors and contractors.
* Ability to communicate well in both written and oral forms.
* Experience in working and living in remote areas or have the ability and resilience to work and live in remote areas.
* Current open drivers’ licence with 4WD experience, including recovery skills.

The incumbent may be required to undertake competency assessments and demonstrate experience.

### Desirable

* Employment experience in one or more of the following areas, protected area management or the pastoral industry, rural service roles, mechanical skills, or earthmoving.
* Computer literacy and proficiency with word processing and email applications.
* First aid certificate.
* Chemical use accreditation ACDC.
* Basic firefighting and chainsaw certificates.
* Firearms license and humane destruction training.
* Tractor / loader / bobcat operation and associated attachments.
* Other training / experience as appropriate such as welding, basic fabrication, building infrastructure maintenance, road building, drainage, surface repair, basic mechanics, and fencing.
* Work experience in the pastoral industry such as fencing, operating earthmoving machinery and mechanical skills.

## Key outcomes for the position

* Maintenance of reserve’s assets and infrastructure
* Active role on the management, maintenance, and measurement of reserve’s conservation values
* Positive Bush Heritage profile and relationship development with the local and broader communities.
* Compliance in Heath Safety and Environment requirements

## Compliance, policy and procedures

Responsible for and commit to:

* Using and ensuring adherence to Bush Heritage’s values, policies, and procedures.
* Ensuring Health, Safety and Environment compliance, acting, and encouraging others to act in a healthy and safe manner.

## Position Relationships

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| Position title of manager  | Carnarvon Reserve Manager |
| Position titles which also report to manager  | VolunteersContractors |
| Titles of positions that report to this position  | VolunteersContractors |
| Key internal relationships  | Volunteer Coordinator, Ecologists, Reserve Managers, Healthy Landscape Managers, Head of region North |
| Key external relationships | Traditional Owners, Volunteers, Contractors, Government and non-Government agencies, Corporate and Community representatives and neighbouring landholders. |