



## Position description

POSITION TITLE	Healthy Country Planner
ROLE GRADE	10
REMUNERATION	\$112k - \$137k (plus super)
LOCATION	Flexible
DATE REVIEWED	August 2022
POSITION BASIS	1.0 FTE 3-year contract

### Introduction

Bush Heritage Australia is a national non-profit organisation that buys and manages land to protect our irreplaceable landscapes and our magnificent native species forever.

We [buy land](#) that has outstanding conservation values and reconnect fragmented landscapes to protect habitat for wildlife. In addition, we partner with [Aboriginal and Torres Strait Islander people](#) and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 11.3 million hectares, protecting [native and endangered species](#).

Established in 1991, Bush Heritage has [supporters](#) Australia-wide and an annual operating budget of over \$20 million. We are primarily funded by donations from individuals and philanthropic sources.

Our culture is characterised by a collaborative and supportive approach, with a strong commitment to safety and professional development.

We're proud to acknowledge the [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.

Our values are:

**Conservation:** Protected, connected landscapes and waterways for plants, animals, and people

**Culture:** A shared journey of respect for diversity, each other, and acknowledgement of Traditional Owners' enduring relationship to this land and waters

**Collaboration:** We collaborate with Traditional Owners, other landowners, scientists, government, organisations, and communities for the greatest impact

**Community:** Together we are an active and dedicated mosaic of staff, volunteers, partners, and supporters all working for a common goal

**Safety:** Healthy people, healthy country

The organisation has teams that span – West & SA Region, North Region, South East Region, Science and Conservation, Engagement, Strategy and Growth, People Safety and Culture, and Corporate Services.

### CEO and the Board

Heather Campbell is Bush Heritage's Chief Executive. The Board Chair is Sue O'Connor, and Directors include leading Australians from business and commerce, government, conservation, and science. Bush Heritage

demonstrates a strong commitment to Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

## Our work environment

Dependent 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 15kg; 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.

## Position summary (background)

Reporting to the Executive Manager, Science & Conservation and working along-side the National Conservation Planning Manager, Executive Manager for Conservation Operations and Regional Heads, the Healthy Country Planner will be responsible for supporting Aboriginal Partners, Bush Heritage staff and other key stakeholders in the delivery, implementation and review of Traditional Owner led Healthy Country Plans both on and off Bush Heritage Reserves across Australia. The Healthy Country Planner is a key leadership position and will project manage, facilitate, coordinate, and deliver collaborative plans using the Healthy Country Planning Process and Bush Heritage's Conservation Management Process. The Healthy Country Planner will work within the Bush Heritage Science & Conservation Team and work with Aboriginal partners, regional Bush Heritage staff and other key stakeholders.

The Healthy Country planner will possess comprehensive knowledge and understanding of Aboriginal culture and will have established networks and excellent relationships with Aboriginal and Torres Strait Islander people. They will support Aboriginal and Torres Strait Islander groups to achieve their aspirations through effective Healthy Country Planning.

As an experienced conservation coach themselves, the Healthy Country Planner is responsible for managing staff, contractors and volunteers and will use their high-level facilitation skills to identify planning requirements and support the development and review of Healthy Country Plans, including establishment, implementation, review and adaptation and sharing.

The Healthy Country Planner will also be asked to provide input into the strategic conservation and cultural goals of Bush Heritage operations including through conservation management plans, operational work plans, budgets, WHS processes, governance, stakeholder communication and partnership engagement across Bush Heritage operations.

The Healthy Country Manager is responsible for promoting safe work practices and culture within their team and in their work.

## Key responsibilities and duties

The Healthy Country Planner will be part of a team responsible for planning coordinated conservation and partnership efforts across the country. The primary responsibilities and duties of the role:

1. Developing and maintaining relationships with project partners, including Aboriginal and Torres Strait Islander Traditional Owners, state agencies, non-profit organisations, and stakeholders
2. Drive the development of a consistent National program to ensure Healthy Country Plans prioritise Aboriginal people's aspirations, are clear, are fit for purpose and provide a platform for constant improvement and building strong collaborations to achieve shared goals.

3. Work with Aboriginal Partners and Bush Heritage staff (and other stakeholders where needed) to develop Healthy Country Plans (HCP), including governance, implementation, monitoring, evaluation and ongoing review and adaptation.
4. Work with Bush Heritage teams across the country to update Reserve Management Plans and support Bush Heritage's Right-Way Approach and cultural capability framework. Help provide clear guides on expectations, reviewing information and data (and data gaps) on project progress, overcome barriers and other areas of relevance to individual performance and organisational approach particularly with respect to Aboriginal Partners.
5. Assist the Development of Project Agreements between the Aboriginal Partners and Bush Heritage that details the specific role Bush Heritage is to play in contributing to the Partner's Healthy Country Plan.
6. Undertake field work and field work activities, including travel and logistics, in support of projects.
7. Drive Healthy Country Planning process improvements and innovations both within Australia and internationally to ensure Bush Heritage's work is based on the best-available information and practices.
8. Communicate our Partners' and Bush Heritage's initiatives and impact through a range of forums including external meetings and conferences, publications and website and others as appropriate and approved by Partners.
9. Adhere to all Bush Heritage WHS policies and procedures when engaged in any Bush Heritage business.
10. Manage all contractors and staff that work in support of the development, update and communication of Plans.
11. Other duties across Bush Heritage consistent with the remuneration and position grading, as required.

## **Selection criteria**

### **Essential**

- Experience working with Aboriginal and Torres Strait Islander people, including well-developed facilitation skills working with Traditional Owners
- Experience in community development.
- Tertiary qualification (or equivalent) (>5 years' experience) in Conservation planning, biology, environmental management, social sciences.
- Demonstrated experience in cross-cultural conservation planning and project management including skills in project management, preparing and analysing data, report preparation and communication;
- Experience in effectively leading, managing and coaching staff including the capacity to manage volunteers and contractors;
- High level analytical and problem-solving skills to progress Bush Heritage Australia's strategic objectives;
- Excellent communication and interpersonal skills, with the ability to work effectively independently as part of a diverse and dispersed staff and volunteers, neighbours, regional bodies, and representatives of other organisations;
- High level of computer literacy and proficiency with personal computers including word processing, spread sheets, data software and editing and a high level of competence in Microsoft Office, and;
- Knowledge of WHS and risk assessment procedures and requirements.
- Understanding and compliant with the protection and storage of traditional owner knowledge and intellect

### **Desirable**

- Aboriginal or Torres Strait Islander Heritage
- Knowledge of the Conservation Standards (Open Standards for the Practise of Conservation) and Healthy Country Planning and its associated tools and resources, including Miradi;

- Experience in the not-for-profit sector.
- A current motor vehicle driver's licence and First Aid qualifications.

### Key outcomes for the role

1. Deep understanding, and use of, Healthy Country Planning, Bush Heritage's Conservation Management System, the Open Standards for the Practice of Conservation and Miradi across the organisation.
2. Effective coaching and project management to deliver, review and adapt Healthy Country Plans that add value to our Partners' aspirations, vision, planning, execution and communication of the impact of conservation work on ground.
3. All Indigenous Cultural and Intellectual Property provided through planning and implementation is recognised, respected, and protected using all relevant systems available to Bush Heritage. These systems are improved through feedback from the Healthy Country Planner and Aboriginal Partners.
4. All plans are complete, regularly reviewed, of a consistently high standard, aligned with the national strategy, have achievable goals, can be implemented, and have measurable outcomes and targeted work-plans.
5. Partners are confidently and regularly able to communicate progress against goals and Bush Heritage staff are capable and confident in communicating our contribution.
6. Bush Heritage continues to contribute nationally and internationally to the adoption and implementation of the Open Standards and Healthy Country Planning, and Miradi, and to provide advice and insights to support its ongoing development and refinement including working with indigenous people around the world and the incorporation of climate change impact data.

### Policies and workplace practices

Bush Heritage people and managers are responsible for and commit to:

- Using and ensuring adherence to Bush Heritage's values, policies and workplace practices;
- Ensuring Health, Safety and Environment compliance, acting and encouraging others to act in a healthy and safe manner; and
- Maintaining a team-oriented environment, managing, and developing staff, and valuing diversity.

### Position relationships

<b>Position title of supervisor</b>	Executive Manager Science and Conservation
<b>Position titles which also report to supervisor</b>	Conservation Planning Manager, Data Systems Team Leader, Science Project Manager
<b>Titles of positions that report to this position</b>	Contractors as needed
<b>Key internal relationships</b>	Regional Heads and Conservation Teams, Ecologists, Aboriginal Partnership Team, Executive Managers
<b>Key external relationships</b>	Aboriginal Partners, Government bodies, Regional Natural Resource Management organisations, Supporters, Miradi Users worldwide, CMP (Conservation Measures Partnership) and CCNet (Conservation Coaches Network).