

## Position Profile

<b>Designation:</b>	<b>Regional Operations Manager (North West)</b>
<b>Reporting to:</b>	<b>Chief Operations Officer</b>
<b>Supervising:</b>	<b>Approximately 18 permanent staff and 25 seasonal staff (7 direct reports). From time-to-time students, volunteers, contractors and other staff, who will assist in the execution of the duties listed below.</b>
<b>Based at:</b>	<b>Broome / Derby / Kimberley WA</b>

### Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 31 sanctuaries in which we own or manage in partnership, covering a total of more than 6.5 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

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 a nationally-coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising** - mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

OneAWC is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all of AWC working collaboratively with each other.

### Values of AWC:

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- **Respectful** – demonstrating care, recognition and integrity
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Accountable** – taking ownership of our actions and outcomes
- **Sustainable** – delivering long-term financial and ecological viability

Three of AWC's sanctuaries are in the Kimberley region: Mornington, Marion Downs, and Charnley-River, along with four partnerships, the Dambimangari, Wilinggin, and Yulmbu Aboriginal Corporations, and the Commonwealth Department of Defence controlled 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 North West (ROM NW) is responsible for delivering *effective conservation* across 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).
- The ongoing success of the AWC's partnerships with Dambimangari, Wilinggin and Yulmbu Aboriginal Corporations.
- The successful execution of AWC's contract with the Commonwealth Department of Defence.
- The implementation and promotion of AWC values and culture.
- The implementation and maintenance of the full range of AWC policy and procedures in relation HR, Finance and Operations.
- The cultivation and maintenance of productive and collaborative relationships with Native Title holder groups.

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 and Development (fundraising) teams 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. The Mornington property has AWC's most significant visitor infrastructure facility, the Mornington Wilderness Camp. The running of the camp also sits under the responsibility of the 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:
  - Three area-based Operations Managers, who have responsibility for Land Management Officers, volunteers, and contractors and deliver on the ground fire, feral animal, weed management and infrastructure maintenance and development works.

- The Operations Manager Visitor Management NW, who has responsibility for a range of hospitality and interpretation staff and ongoing management of two seasonal wilderness camps including campgrounds, safari tent accommodation and a restaurant and bar. This program delivers, among other things, 16,000 visitor nights' accommodation each dry season.
- The Fire Management Officer NW, who is responsible for delivery AWC's fire management program including a fire mitigation program covering 6.1 M hectares and wildfire suppression response over 4.3 M hectares in collaboration with AWC's partners and neighbours.
- A Regional Facilities Maintenance Officer and Regional Administration Officer.
- As ROM NW, you will work closely with AWC's NW science team, and side-by-side with their leader the Regional Ecologist NW. Within AWC, the Operations and Science teams work in an integrated manner to design and deliver effective conservation land management and to measure and report ecological health.
- The position also works closely with AWC's Development and Communications team.
- The position must also effectively collaborate with representatives from our partnerships with the Dambimangari , Wilinggin and Yulmbu Aboriginal Corporations and the Commonwealth Department of Defence, as well as other regional stakeholders and neighbouring landowners.
- AWC's operational areas in the NW are underlain by Native Title. The ROM NW is responsible with the Regional Ecologist for cultivating and maintaining positive and collaborative relationships with Traditional Owner's recognized by Native Title, and the organisations that represent them.
- AWC works in a complex conservation and land management landscape that includes WA Government Departments (DBCA, DFES, DPIRD), the Kimberley Land Council, other not-for-profit organisations (WWF, Environs Kimberley, Bush Heritage) and regional stakeholder groups (Kimberly Rangelands Biodiversity Association, Local Conservation District Committee, Kimberley Weeds Network).

**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. **Health, Safety & Environment;** demonstrated experience driving a team safety culture.
7. **Practical land management and asset management or comparable skills/experience:** demonstrated knowledge and / or practical experience, (or comparable experience that is readily transferable)planning, overseeing and delivering land management and assets / infrastructure programs including;

- a. Infrastructure projects, such as fencing, building or other relevant projects;
  - b. Feral eradication programs across unfenced landscapes;
  - c. Weed eradication programs on a landscape scale;
  - d. Landscape scale prescribed fire programs, including wildfire response;
  - e. Managing and supporting staff who use a wide range of plant and equipment (generators, pumps, power tools etc, and perform routine repairs, including mechanical, and maintenance).
  - f. 4WD experience in relevant off-road conditions is essential.
8. **Financial management:** demonstrated ability to deliver projects in a cost-effective manner and to manage financial resources including:
    - a. Preparing and maintaining budgets covering both geographic areas and functional programs.
    - b. Coding and tracking expenditure, operating within the budget; and
    - c. Preparing written financial and operational reports.
  9. **Administration/compliance:** demonstrated ability to maintain records, manage data, write letters and reports, manage permit/authorization processes and undertake contract management.
  10. **Resourcefulness:** the ability to improvise and ‘problem-solve’, developing practical solutions with limited resources.
  11. **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.
  12. **Information technology:** advanced ability in using standard business software packages (including Word, email, Excel, GIS) is essential.
  13. **A passion for conservation:** a passion for, or strong interest in, conservation.
  14. **Willingness to travel.**

**Qualifications:**

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

**Licenses & Certificates:**

1. *Valid* manual driver’s license.
2. Senior first aid certificate or the capacity to readily obtain it (remote certification – highly desirable).
3. Current Police clearance certificate.

**Inherent requirements of the role:**

The execution of tasks associated with the position will involve fieldwork in remote locations. While this is a management position with a significant portion of office work, it can sometimes be away from an established field base, often in isolated locations travelling or working alone. At times the working environment will be outdoors and in the extremes of weather – hot and wet and/or dry. During the Kimberley dry season this can range from 3 degrees overnight to 40+ degrees during the day. The position can be physically demanding and may require walking and climbing over rough terrain, heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. The successful application must be

physically capable of performing these activities in the locations required to carry out the inherent role responsibilities.

**Responsibilities:**

<p><b>1. AWC Leadership</b></p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Lead and manage a remote team comprising permanent staff plus contractors and casual staff. Ensure staff have clear plans and objectives against which progress/performance can be measured.</li> <li>• As required, co-ordinate, engage and supervise:             <ul style="list-style-type: none"> <li>○ Visiting staff;</li> <li>○ Contractors (in accordance with AWC procurement policy); and</li> <li>○ Volunteers.</li> </ul> </li> <li>• Champion the integration of science and land management. Foster a close working relationship with the Regional Ecologist.</li> <li>• Implementing AWC Performance Leadership Program including             <ul style="list-style-type: none"> <li>○ Coach, mentor and develop staff, including overseeing new employee onboarding, providing career development planning and opportunities.</li> <li>○ Empower employees to take responsibility for their jobs, delegate responsibility and expect accountability and regular feedback.</li> <li>○ Manage employees work schedules in line with fatigue management guidelines.</li> <li>○ Provide constructive performance feedback to your direct reports.</li> </ul> </li> <li>• Manage the allocation of staff resources at different locations, as necessary, to meet operational requirements.</li> <li>• 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.</li> <li>• Foster and be an advocate for, the adoption and promotion of the ONE AWC culture and teamwork across the organisation, through recognition, rewards and where necessary disciplinary action (with assistance from HR).</li> <li>• Encourage employees to reach their potential using a range of strategies such as regular 1:1 meetings, coaching, mentoring and identification of training opportunities.</li> <li>• Champion the AWC values and amongst AWC staff, partners and stakeholders.</li> </ul>
<p><b>2. Develop Operational plans and budgets</b></p> <p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Oversee the preparation of operational plans for management areas and functional programs.</li> <li>• Oversee the preparation of budgets for management areas and functional programs.</li> <li>• Operational plans and budgets must address key activities including:             <ul style="list-style-type: none"> <li>○ General sanctuary management, including safety, asset and infrastructure management;</li> <li>○ Fire management;</li> <li>○ Feral animal control;</li> <li>○ Weed control;</li> <li>○ Other landscape restoration tasks;</li> <li>○ Heritage management, where relevant;</li> </ul> </li> <li>• Ensure AWC obligations and approvals under project agreements are met.</li> </ul>

*Note: plans and budgets are subject to approval by the Chief Operations Officer and Chief Science Officer, and should be developed in conjunction with the Regional Ecologist. The plans and budgets need to meet AWC requirements and other contract or project commitments.*

### **3. Management of staff & contractors**

Key activities and responsibilities:

- Manage a team of permanent & casual staff, and volunteers dedicated to the management of AWC's NW areas of involvement, including, but not limited to
  - Recruitment;
  - Conduct regular, effective and meaningful performance review discussions, setting clear objectives and measurements for direct reports;
  - Empowering direct reports to conduct regular, effective and meaningful performance review discussions, setting clear objectives and measurements for staff
  - Provide support by giving direction, encouragement and feedback to team members to align the team with AWC's strategic direction and goals.
  - Provide support to the National HR Manager for people enablement across the organisation.
  - Proactive self-management of professional development.
- 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 areas and programs, as necessary, to meet operational requirements.
- Provide key point of accountability and leadership for indigenous engagement. Be the key point of contact for the Wilinggin, Dambimangari and Yulmbu Aboriginal Corporations, and Yurriyangam Taam and Bunuba Traditional Owners.

### **4. Stakeholder Management**

Key activities and responsibilities:

- Develop and maintain productive relationships with stakeholders as relevant to the operations of the AWC's NW areas. In particular;
  - Government agencies (e.g. Local Councils, State Government Departments)
  - 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 AWC's NW areas.
- 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 Chief Operations Officer and Chief Science Officer.*

## **6. Develop and maintain AWC 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 best value for money solutions are used through tendering processes, and the use of innovative solutions.
- 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.
- Ensure systems are in place to 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. Oversee the NW Visitor Management Program**

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:

- Deliver activities in the most cost-effective manner.
- 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.
- 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.

Note: the budgets are to be developed in conjunction with the Regional Ecologists and Sanctuary managers and wildlife ecologists and submitted to the Chief Operations Officer for review within the agreed timeframe. Approval is by the Chief Operations Officer and Chief Science Officer.

### **9. Promote the integration of Science, Operations & Development (ONE AWC)**

Key activities and responsibilities:

- Support the AWC Science team in developing and implementing strategies/work plans for ecological health monitoring, biological inventory and research.
- Integrate science outcomes in the design and delivery of land management activities.
- Support the Development team in the delivery of supporter events and relationship management

### **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's NW areas 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:

- Support and assist the design and execution of communications.
- Oversee the recording and submission within AWC of information, including information relating to wildlife, ecosystems and management activities.
- Support the compiling and submission of information and images for use in relation to all communications products including:
  - Wildlife Matters, AWC website;

- Visitor displays and information;
- Products required under any funding agreements.
- Facilitate regular weekly reports utilising photos and information about operational activities. Oversee compliance of operations staff with AWC's weekly reporting process.
- Represent AWC at various public forums, as required, and in accordance with AWC policies and requirements.
- Manage liaison with the general public including handling general enquiries 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 Chief Operations Officer, or their delegate, ensure the implementation of project risk assessments (PRA's) and preparation of risk management plans for operations. The risk assessments and management plans must protect the health and safety of everyone on sanctuary 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 Chief Operations Officer, are implemented and complied with.
- In particular, for all areas and key activities in the region:
  - 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 staff members have current 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.
- 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 other AWC sanctuaries or partnership areas.