



Position description

POSITION TITLE	Reserve Manager – Pullen Pullen
ROLE GRADE	7
REMUNERATION	\$75 - \$92k package including 10% superannuation commensurate with qualifications and experience
COST CENTRE	Regional Executive
LOCATION	As advertised – Relevant to Reserves and Partnerships in scope of management
DATE REVIEWED	June 2022
POSITION BASIS	Full Time 3year fixed term 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. Bush Heritage works across 19 priority landscapes and owns 37 reserves. In addition, we partner with Aboriginal people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 11.3 million hectares, protecting more than 6700 native species and at least 226 endangered species.

Established in 1991, Bush Heritage has over 45,000 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, Fundraising and Engagement, Strategy and Business Development, People and Safety, 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.

Direction and guidance for this position

Reporting to the Healthy Landscape Manager – Arid Riverine, the Reserve Manager - Pullen Pullen is accountable for fulfilling the Responsibilities and Duties associated with this position. As a self-starter, it is expected that the incumbent will meet determined KPI's and contribute towards improving the effectiveness of systems being managed including the development of new processes where required.

The incumbent will collaborate with the Pullen Pullen Ecologist, Maiawali Traditional Owners, other Reserve Managers, Senior Ecologist and the Healthy Landscape Manager. Effective collaboration and communication are important to ensure conservation management, and species recovery are implemented effectively, as per the Pullen Pullen Management Plan.

The role will be required to recruit, manage and coordinate volunteers and contractors.

Position summary (background)

The Pullen Pullen Reserve Manager, based in Longreach, is responsible for ensuring the day-to-day management of Pullen Pullen Reserve meets the reserve's management plan goals. Pullen Pullen Reserve was established in 2016 to protect and research what was, at the time, the only known population of endangered Night Parrots in the world.

The Reserve Manager will require a sound understanding of applied conservation ecology, adaptive management, and natural resource management, and will have extensive experience in applying these principles for conservation. The Reserve Manager will also have experience in implementing safety related activities and preparing and managing budgets. Key to this role are skills in land management, Traditional Owner engagement, plant and equipment, and staff and volunteer supervision, in a remote bush environment.

Key responsibilities and duties

The primary responsibilities associated with the role include:

- Ensure Bush Heritage safety culture and Health, Safety and Environment Management System including compliance with legislative requirements are incorporated into all activities.
- Prepare and implement reserve management work plans (informed by the Conservation Management Planning process) and budgets in collaboration with the Healthy Landscape Manager and Conservation Planning team.

- Manage the Reserve operating budget – including monthly reporting on activities and variances and quarterly budget reforecast to the Healthy Landscape Manager.
- Undertake Natural Resource Management (NRM) activities including but not limited to fire management, pest animal control, weed control, soil conservation, and GIS data capture as agreed in the Reserve Management Plan.
- Working with the Healthy Landscape Manager to develop and manage contracts for the supply of a range of NRM and infrastructure related activities.
- Commitment to work collaboratively with the Reserve Manager - Edgbaston specifically, but not restricted to, in order to develop and implement work plans across both Edgbaston and Pullen Pullen Reserves.
- In collaboration with ecologists, support the Pullen Pullen science program.
- Support external research partners as required.
- Engage with Bush Heritage supporters through active management of reserve-based visitation and volunteer programs to help build a conservation community.
- Assist with Bush Heritage's fundraising and communications program as required.
- Conduct routine repairs and maintenance of all property plant and infrastructure to ensure staff and visitor safety and effective reserve operation; carry out maintenance and manage asset inventory, including annual condition assessments and routine health and safety reviews.
- Assist the Healthy Landscape Manager in the implementation of incident response, search and rescue procedures, field worker safety and medical emergency procedures, and natural disaster contingency procedures.
- Build and maintain relationships and work with Maiawali Traditional Owners, the local community, neighbours, and government agencies to promote effective reserve management, and advance conservation outcomes in the region.
- Assistance with the review of Property and Fire Management Plans.
- Other duties, as required from time to time, consistent with the position grading.

Qualifications and skills

Essential

- Commitment and passion for nature conservation and the objectives and values of Bush Heritage.
- Tertiary qualification or extensive relevant experience in conservation ecology and/or natural resource management.
- Demonstrated experience implementing Health, Safety and Environment Management Systems.
- Experience and the ability to live and work in remote, isolated areas with excellent practical and problem-solving skills that enable self-sufficiency living on reserve.
- Demonstrated experience in land management, with specific experience in NRM including biodiversity conservation, pest control, soil conservation, and fire management.
- Demonstrated understanding and experience in working with Indigenous peoples, the pastoral sector and other landholders, and the development and maintenance of relationships with these stakeholders.
- Excellent communication and interpersonal skills with demonstrated success working effectively with a diverse range of people, including Indigenous, pastoral communities, other land management groups and Government agencies.

- Demonstrated applied skills in spatial data capture using GPS devices.
- Demonstrated experience and skills maintaining and operating station infrastructure, plant and equipment.
- Demonstrated experience in planning, implementing and reporting on projects relating to, but not limited to Traditional owner engagement, Land management, Conservation outcomes and Budget.
- Demonstrated skills and experience in managing staff and volunteers in a remote location.
- High level of computer literacy and proficiency with computers including MS Office, spreadsheet, financial, GIS and data management software.
- Positive attitude and the ability to collaborate with all people in a professional and positive way.
- Manual Driving licence, including 4WD experience (or commitment to obtain at own expense prior to employment).
- Current First Aid certificate (or commitment to obtain at own expense prior to employment).
- State/Territory Firearm license (or commitment to obtain at Bush Heritage expense prior to employment).

Desirable

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- Experience in cultural resource management, especially with Traditional Owners
- Practical experience in the pastoral industry such as building and maintaining fences, operating earthmoving equipment, mechanical and infrastructure maintenance skills.
- Experience working with tractors and earthmoving machinery.

Key outcomes for the role

- The effective conservation management of Pullen Pullen Reserve.
- Effective implementation of the Reserve Management Plan that can include activities such as feral animal control, weed control, soil conservation, community engagement, monitoring and research, fire control measures, and infrastructure and plant maintenance.
- Healthy, positive and productive stakeholder relationships based around respect, acknowledgement, listening, sharing and learning especially with Traditional Owners, volunteers, neighbours, and the local community
- Motivated and productive team delivering safe and effective reserve operations.

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

Position title of manager	Healthy Landscape Manager
Position titles which also report to manager	Reserve Managers – Edgbastion, Pilungah and Ethabuka reserves. Ecologists
Titles of positions that report to this position	
Key internal relationships	North Region team Science and Conservation Team Marketing and Fundraising Team Corporate Services Team
Key external relationships	Maiawali Traditional Owners Local community