Position Description – Environmental Services Manager

Title:
Environmental Services Manager

Location:
Margaret River, WA

Hours:
0.6 to 1 FTE

Salary:
$85,000 to $100,000 pro rata plus 12% superannuation

Term:
Initial 12-month term, with extension anticipated subject to funding and performance

Purpose of the role

The Environmental Services Manager role is an exciting opportunity to help shape the growth of Nature Conservation Margaret River Region's (NCMRR's) fee-for-service Environmental Services arm. This represents a key milestone for the early stages of this initiative. Your work will help to strengthen our financial foundations - while delivering tangible environmental outcomes across the Margaret River region.

The Environmental Services Manager is responsible for the growth and delivery of our Environmental Services offering. The role oversees the technical services (biodiversity assessments and revegetation and weed management plans) and a casual bush regeneration crew, quotes on contract work, manages client relationships, and is accountable for the commercial performance of the program.

The role balances technical expertise and field oversight with business development: winning new work, delivering it safely and to a high standard, and growing the program into a reliable revenue stream for the organisation.

Key responsibilities

Technical services

- Oversee or deliver biodiversity assessments, including surveys, site evaluations and reporting.
- Prepare or oversee preparation of revegetation plans and weed management plans for clients and for NCMRR's own programs.
- Ensure technical products are accurate, fit for purpose and meet best-practice environmental standards.
- Provide technical advice to project staff and program design where needed.

Team leadership & coordination

- Oversee the team leader and casual biodiversity assessment and bush regeneration crew, ensuring work is well planned, safe and delivered to a high standard; day-to-day supervision may be delegated to a crew leader.
- Provide clear direction, rostering and mentoring to build crew capability.

Quoting, scoping & client engagement

- Prepare quotes, tenders, scopes of work and proposals for contract work (assessments, plans and on-ground works) for landholders, local government, businesses and partner organisations.
- Build client relationships and ensure timely communication, scheduling and contract fulfilment.
- Identify opportunities to grow the client base and expand service offerings.

Contract work delivery

- Ensure fee-for-service projects (weed management, revegetation, site rehabilitation, property assessments, dam restoration and other contracted works) are delivered efficiently and to best-practice environmental standards.
- Oversee delivery of contracted assessments and plans to the agreed scope, budget and timeframe.

Financial & performance management

- Monitor budgets, cost recovery, revenue targets and project profitability.
- Maintain accurate records, support invoicing and track deliverables against contracts.
- Report regularly to the General Manager on performance against agreed targets.

Risk, safety & compliance

- Ensure all activities comply with WHS protocols, legislative requirements and risk assessments.
- Promote a strong field safety culture, working with the Operations Manager on equipment, registers and communications for remote sites.

Key relationships

Internal: General Manager, Operations Manager, Finance Advisor, Team leader, bush regeneration crew, project staff.

External: Landholders, local government, businesses, contractors and partner organisations.

Selection criteria- skills, experience & attributes

Essential

- Strong client relationship and business development skills.
- Demonstrated commercial acumen, including ability to quote, scope and cost environmental works.
- Experience in bush regeneration, land rehabilitation or a related environmental field, including supervising or coordinating field crews.
- Ideally, experience conducting biodiversity assessments and preparing revegetation and weed management plans.
- Commitment to safety management and best-practice environmental standards.
- Current WA C-Class (Manual/Automatic) Driver's Licence and First Aid: Current Provide First Aid (HLTAID011) & CPR (HLTAID009)

Desirable

- Qualifications in conservation, natural resource management or a related field.
- Existing networks with landholders, local government or businesses in the region.
- Experience growing a fee-for-service function within a not-for-profit.

Recruitment and selection process

Nature Conservation Margaret River Region is committed to fair, equitable and transparent recruitment processes. Key steps in this recruitment process include:

1. Expressions of Interest are submitted by the due date **3.00 pm Tuesday the 8th December 2026**. No late applications will be accepted. Applications should be forwarded by email to cass.jury@natureconservation.org.au
2. The selection panel assesses applications against the selection criteria and invites short listed applicants for interview.
3. Interviews are conducted.
4. Referee checks undertaken.
5. All applicants notified.

Submitting your application

Your application should include the following:

1. Cover letter outlining your interest in the position.
2. A concise statement (3 pages maximum) addressing all aspects of the selection criteria:
    - treat each criterion separately
    - explain how you meet the criteria
    - use examples to demonstrate your specific skill and knowledge.
3. Your Curriculum Vitae should provide the following information:
    - academic and/or professional training
    - description of your work experience and skills starting with the most recent
    - referees

Any questions should be directed to Cass Jury A/General Manager on 9757 2202 or by email cass.jury@natureconservation.org.au

Further information about Nature Conservation Margaret River Region is available at www.natureconservation.org.au

Values & culture

At Nature Conservation Margaret River Region, we are passionate about protecting and enhancing our natural environment for current and future generations. We value collaboration, integrity and innovation, and are committed to genuine partnership with Wadandi and Pibelmen Noongar custodians.