PINTUPI WAARRKARRINYI TJUNGU LIMITED
ABN 60 682 983 606

Lot 110, Kiwirrkurra Community
GIBSON DESERT NORTH WA 0872
0438 770 090

POSITION DESCRIPTION

Position Title	Muntantja Ranger Program Coordinator
Award and Classification	SCHADS Level 4
Part of	Ranger Programs Focus Area
Reports to	Ranger Programs Manager
Supervises	Permanent / Fixed Term Rangers as well as various casuals (usually casual Rangers).

Role outline

The Muntantja Ranger Program Coordinator will work closely with colleagues to coordinate project delivery across a range of activities within the Kiwirrkurra Ranger Programs, with particular responsibility for the Indigenous Ranger Program (IRP) funding.

Duties

1. **With support from the Ranger Programs Manager, and from time to time other Coordinators, coordinate and lead delivery of the Muntantja Ranger program and related projects.**
   1.1. With support, coordinate and lead on-ground land management activities as identified in the Kiwirrkurra Healthy Country Plan, and other plans and operational schedules.
   1.2. With support, coordinate the preparation of work plans for the Muntantja Ranger program and related projects.
   1.3. With support, coordinate the scheduling, implementation, supervision and reporting of Ranger team work plans, trips and other activities.
   1.4. Facilitate men's-only cultural camps and activities.
   1.5. Ensure appropriate workplace health and safety procedures are followed to provide a safe working environment.
   1.6. Keep vehicles, equipment and premises secure and in good working order; and
   1.7. Coordinate timesheets for part-time and casual employees.

2. **Provide leadership and coordination to both part-time and casual Rangers.**
   2.1. Coordinate, supervise and support development of Rangers, with particular responsibility for a core group of part-time and regularly engaged casual Rangers.
   2.2. With support, provide leadership, motivation, mentoring and developmental support to develop employees' effectiveness, capacity and leadership skills in the workplace; and

2.3. Support, mentor and otherwise enable Rangers' participation in appropriate workshops, training and other initiatives which help build their skills and confidence, and provide opportunities to showcase the program's achievements.

2.4. Work closely with Kiwirrkurra People, colleagues, service providers and partner organisations to assess training needs of Rangers and deliver appropriate professional development programs; and

2.5. Support ranger participation in workshops and other initiatives which help build their skills and confidence, and provide opportunities to showcase the group's achievements.

3. **Work with colleagues, partner organisations and management teams to develop, improve and implement strategies to meet the goals of Kiwirrkurra People, as identified in the Kiwirrkurra Healthy Country Plan and other relevant plans.**

3.1. Work closely with others to turn ideas into reality: design and implement effective projects and activities, including through developing strong relationships with new and existing partners.

3.2. Work closely with Kiwirrkurra People, colleagues and partner organisations to develop strategies and plan activities that achieve the Ranger employment and development objectives in the Kiwirrkurra Healthy Country Plan and related documents.

4. **Participate as a member of the PWT and Tjamu Tjamu AC teams**

4.1. Work closely with colleagues, especially other Ranger Programs staff, to plan trips and activities, troubleshoot problems and provide comprehensive feedback to community.

4.2. Assist in advocacy for and promotion of the Ranger Programs.

4.3. Contribute to development of other projects and opportunities for Kiwirrkurra People.

4.4. Participate in PWT and TTAC team meetings and other meetings as required.

4.5. Adhere to all policies and procedures and ensure other employees under supervision do the same.

4.6. Participate in performance reviews and professional development; and

4.7. Other duties as directed.

PREREQUISITES / DESIRABLE REQUISITES

Prerequisites

1. Either
    a. A certificate level qualification in natural resource management, environmental science, anthropology, community development or similar without experience; or
    b. An equivalent level to above of expertise and relevant experience to undertake the required activities
2. An unrestricted, C Class Drivers' Licence (including being able to drive manual).
3. A Western Australian Working with Children Card.
4. A National Police Check with no relevant disclosable court outcomes.

Desirable requisites

1. Remote First Aid qualifications
2. Aboriginal Mental Health First Aid qualification

SELECTION CRITERIA

Essential selection criteria

1. Experience in Indigenous land management work; and/or environmental science, natural resource management, community development or practical skills relevant to Indigenous land management/Ranger activities.
2. Experience working with Aboriginal people, listening to their needs and aspirations and responding with positive, practical operational solutions
3. Demonstrated approach of being adaptable and resilient, willing to work through complex issues with patience, care and good communication while being able to self-manage emotional and physical health in high pressure and stressful environments
4. A safety conscious attitude, including implementing safe work practices and successfully influencing colleagues to do the same.
5. Effective skills and experience in administration, including the ability to manage one's time and be across multiple tasks, documentation/record keeping, reporting, and computer literacy using software packages such as the Microsoft Office suite.
6. Demonstrated collaborative attitude, strong interpersonal skills, and able to establish relationships across different cultural perspectives, professional contexts and capabilities.

7. A commitment to spending at least 40 – 50% of work time on the Kiwirrkurra Indigenous Protected Area, including in Kiwirrkurra Community.

Desirable selection criteria

1. Qualifications in natural resource management, environmental science, training & assessment, anthropology or community development.
2. Experience in training, development and/or management of Indigenous ranger teams.
3. Project management experience.
4. Competence in the use of geographic information systems (GIS).