



# THAMARRURR DEVELOPMENT CORPORATION LTD

## Position Description form

<b>Position Title</b>	Women's Ranger Coordinator
<b>Grade</b>	N/A (\$55-70,000 depending on experience and skills)
<b>Department</b>	Rangers
<b>Reporting to</b>	Land & Sea Manager
<b>Financial Authority/Capacity</b>	N/A
<b>Number of Employees under supervision</b>	6-8 FT and PT Rangers
<b>Other Internal Contacts</b>	Rangers and senior staff, TDC financial staff, TDC management and staff, TDC Directors.
<b>External Contacts</b>	Traditional Owners and community people, WoC staff (DPMC), local service providers, government staff (Fisheries, NAQS, DENR, NTG, EPA, etc), shire, outstations, trainers, researchers, AAPA, auditors, etc.
<b>Location</b>	Wadeye – with frequent travel across the Thamarrurr Region.
<b>Aim of Position</b>	<p>The Women's Ranger Coordinator is required to oversee, support and empower the female Ranger segment of the Ranger Department in completing their ranger duties and responsibilities as part of the Thamarrurr Land and Sea Ranger's.</p> <p>Daily planning, organisation, oversight of women rangers as they carry out their duties for TDC's 'Working on Country' program, and other associated contracts and activities including Fee-for-Service work, govt contracts, research, nursery, and other projects (NAQS, ENI, Shire, Carbon). Ensure activities and projects are adequately supported, managed and reported against. Contribute to weekly, monthly and annual planning as necessary.</p>
<b>Key Focus Areas</b>	<ol style="list-style-type: none"> <li>1. Support and supervision of employees in a culturally diverse environment.</li> <li>2. Empower staff and support staff training and development.</li> <li>3. Natural and Cultural Resource Management activities.</li> <li>4. Stakeholder engagement - Traditional Owners, Govt, partners and funding bodies, trainers, etc.</li> <li>5. Asset Management and maintenance.</li> <li>6. Monitoring, Analysis, Reporting and Record Management</li> <li>7. Basic finance and admin support.</li> </ol>
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Help lead weekly meetings with Ranger team to plan work duties, and discuss any issues, problems, plan for visitor's trainings and other activities;</li> <li>2. Support, and empower Rangers (men's team) to undertake daily duties, including organising vehicle and equipment requirements, and carrying out duties to a safe and effective standard;</li> <li>3. Plan, organise and take lead in operations in the delivery of 3 core NRM projects - fire management, weed eradication and feral animal projects;</li> <li>4. Liaise and consult with Traditional Owners and other stakeholders, in conjunction with the Manager, to develop strategies and work plans for the Thamarrurr Rangers;</li> <li>5. Ensure OHS standards are followed, including appropriate use of PPE and help report any issues;</li> <li>6. Take lead in recycling project and broader waste reduction strategies;</li> <li>7. Take lead role in nursery project activities and work to realise long term goals;</li> <li>8. Support educational and cultural programs and activities with community women and school kids, including Wadeye festival art competition;</li> </ol>

	<ol style="list-style-type: none"> <li>9. Ensure all vehicles and equipment are used appropriately, support weekly vehicles checks/cleaning, regular maintenance and ensure any repairs as required;</li> <li>10. Undertake monitoring, reporting and analysis of projects, and support Rangers to do basic reporting of outcomes and any relevant issues;</li> <li>11. Assist in the efficient management of the Ranger team in line with TDC HR policies and social, cultural and ranger program needs;</li> <li>12. Work with manager to deliver and report on project of FfS (Fee-for-service) contracts with partners (ENI, Shire, Norforce, NAQS, Roads, and others);</li> <li>13. Support admin, finance and work reporting duties as needed;</li> <li>14. Support coordination of meetings with TOs, Rangers and other stakeholders (carbon, IPA, sea country issues, NLC meetings, etc.);</li> <li>15. Support ranger development and capacity building through coordinating certified trainings and supporting informal mentoring;</li> <li>16. Be prepared to attend meetings, conferences, trainings and other necessary events;</li> <li>17. Be prepared to regularly travel around the Thamarrurr Region, in remote areas involving physically demanding work and overnight where required;</li> <li>18. Other reasonable duties as requested by the Manager.</li> </ol>
<b>Person Specification</b>	<ol style="list-style-type: none"> <li>1. High level of communication skills (written and oral)</li> <li>2. People management skills</li> <li>3. Accountable, honest, acts with integrity</li> <li>4. Experience in environmental land management</li> <li>5. Excellent organisational and time management skills</li> <li>6. Administration and financial skills;</li> <li>7. Intermediate to high level of computer skills</li> <li>8. Problem solving and trouble shooting ability</li> <li>9. Physically fit and capable to work outdoors in all weather conditions</li> </ol>
<b>Qualification</b>	<p>Qualifications relevant to this role are preferred – Environmental Science, Natural Resource Management, Community Development, or similar.</p>
<b>Minimum Experience</b>	<p>1-2 years experience in a similar role is required. Experience working in a remote indigenous community is desired.</p>
<b>Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. Demonstrated knowledge and understanding of contemporary natural and cultural management theory and practice, in an indigenous context.</li> <li>2. Sound knowledge and understanding of procedures and practices involved in land management including the management of fires, weed eradication, feral animals, and sea country work;</li> <li>3. Team work, leadership flexibility and is well organised;</li> <li>4. Ability to establish and maintain effective relationships with internal and external stakeholders;</li> <li>5. Demonstrated ability in the management of staff, preferably in a remote indigenous context;</li> <li>6. Demonstrated ability to implement, oversee and report on land management projects;</li> <li>6. Ability to use and maintain equipment (cars, boats, trailers, quads, etc);</li> <li>7. Demonstrated ability to communicate effectively with a broad range of people, from Aboriginal Traditional Owners to Government Organisations and other partners;</li> <li>8. Ability to operate under pressure, with minimal supervision, prioritise &amp; multi task to meet deadlines.</li> <li>9. Knowledge of how to handle confidential information and situations.</li> <li>10. Proficient in the use of a computer including emails, spreadsheets, data collation and word documents with attention to details.</li> </ol>

<b>Key performance indicators</b>	<ol style="list-style-type: none"> <li>1. Ensuring rangers are supervised and supported so that duties such as fire, weeds, recycling, etc are conducted in a timely and safe manner and reported appropriately. Ability to lead and mentor the team;</li> <li>2. Demonstrating ability to establish and maintain good working relationships with TOs and stakeholders whilst mentoring the team;</li> <li>3. Ensures work is properly completed and reported;</li> <li>4. Care of equipment and assets;</li> <li>5. Support planning and coordination tasks with Manager, staff and other stakeholders;</li> <li>6. Ability to learn quickly, use initiative, pay attention to detail.</li> </ol>
<b>Other Requirements</b>	<p>f you are interested in becoming part of diverse team and value challenging &amp; rewarding work please send through your recent CV and Cover Letter addressing the above selection criteria.</p>

**Approved by**

**Signature:** .....