Australian Wildlife Conservancy (AWC) is Australia’s largest private owner of land for conservation, protecting endangered wildlife across more than 6.5 million hectares. AWC is delivering a contractual project with the NSW Government which will involve the reintroduction to fenced enclosures of at least 10 iconic threatened mammals - including the Bilby, the Numbat and the Western Quoll – into two NSW national parks. The return of these mammals, all currently listed as extinct in NSW, will represent one of the largest biodiversity restoration projects ever undertaken in Australia.

The project sites are located at Mallee Cliffs National Park in southwestern NSW and in the Pilliga forest in north-central NSW. At each project site, AWC will establish a large feral predator-free area (approx. 9,000ha at Mallee Cliffs and 5,800 in the Pilliga forest) using benchmark design fencing, into which endangered mammals will be reintroduced. AWC will also deliver land management and science activities across the national park service sites (beyond the fence) to maximize biodiversity outcomes.

The Operations Compliance Officer will play a key role in supporting the Regional Operations Manager and Operations Managers at each project site with identifying and facilitating the necessary approvals, permits, compliance and systems for the conduct of the Project on national park estate, as well as assist with carrying out operational activities and planning of works to support the Project.

Reporting to the Regional Operations Manager, key responsibilities for the Operations Compliance Officer include:

- Develop and maintain a schedule of policies and procedures, permits and approvals and administrative processes relevant to AWC’s conduct of conservation land management activities on NSW national park estate, including and not limited to:
  - firearms licensing, accreditations, staff authorisations and standards;
  - shooting activity plans and reporting schedules;
  - pest animal and pest plant treatment staff accreditations and authorisations, and operational standards;
  - bait and chemical registers and reporting schedules;
  - fire management staff accreditations; and
  - operational preparedness and reporting schedules.
- Consult and engage with the NSW NPWS contract management team, AWC Operations Managers and Senior Ecologists to support operational compliance administration for the Contract between AWC and NPWS.
- Consult and engage with AWC Operations Managers and Senior Ecologists, and the AWC IT unit to develop and maintain data recording and reporting systems, hardware and software relevant for the Contract.
- Consult and engage with local and regional NPWS Branches in relation to compliance with procedural permits, approvals and reporting requirements for AWC’s conduct of conservation land management activities on NSW national parks.
- Assist the AWC management team to identify and measure compliance with Contract deliverables.
- Maintain project plans and schedules for reporting to assist the Regional and Operations Managers, Senior Ecologists and National Operations Coordinator measure compliance with Contract deliverables.
• Assist the Operations Managers with the development and implementation of operational conservation land management work plans and activities.
• Provide general administrative support to the project

Ideally having demonstrated experience in project or contract management and administration in public and private sector land management activities, you will be aware of, or have the ability to rapidly gain the knowledge of local and State Government agency policies, procedures and approval processes.

You will have a high level of attention to detail and be committed to ensuring the Project is delivered to the highest standard of delivery.

You will be resourceful and able to research and develop initiatives that provide efficient and cost-effective solutions. You must have the capacity to work with a wide range of stakeholders including land managers and scientists, neighbours, indigenous communities, local and State Government agency representatives and regional tourism representatives.

Reporting to the Regional Operations Manager, you will need to be motivated by a desire to be part of a team seeking to develop and implement an exciting new model for conservation.

This role will require you to be based in a regional location relevant to either of the project service sites – either Mildura or Narrabri to be negotiated. The role will require occasional travel to alternative project service sites as well as intrastate and interstate for events, training or meetings relevant to the Project and other AWC activities. Please note, there are two vacancies for this position: 1. full-time permanent, 2. full-time short-term contract (12 months).

Please visit our website or see below for a detailed job description for this role
www.australianwildlife.org/work-with-awc/careers/.

Enquiries: Tim White, Regional Operations Manager
0447 087 117 / Tim.White@australianwildlife.org

Applications to: employment@australianwildlife.org

CV & letter addressing competencies, qualifications and licenses & certificates contained in the job description.

Applications must include:
Resume and covering letter briefly addressing why you’re interested in and suited to this role.

Closing date for applications is Sunday 3 November 2019

Please note:

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows permanent full-time work in Australia, in order to apply for this position. A working-holiday visa is not appropriate, due to the restriction of no more than 6 months’ work with any one employer. Sponsorship is not available

2. If you apply for this role, AWC will include you in its ongoing updates and communications about its events, activities and fundraising initiatives. You may opt out of these communications at any time.
Position Profile

Designation: Operations Compliance Officer – Pilliga and Mallee Cliffs National Parks Projects NSW

Reporting to: Regional Operations Manager

Supervises: Supervision of other AWC staff and volunteers, contractors and researchers as required.

Based: Mildura (VIC) or Narrabri (NSW) to be negotiated

Organisational context:

Australian Wildlife Conservancy (AWC) owns and manages 29 sanctuaries covering more than 6.5 million hectares. AWC has entered into a contractual project with the NSW Government for the management of two national parks: Mallee Cliffs National Park in south western NSW and an area of the Pilliga forest in north-central NSW.

Reporting to the Regional Operations Manager, the Operations Compliance Officer will assist the Operations Manager at each service site, with identifying and facilitating the necessary approvals, permits, compliance and systems necessary for the conduct of the project on national park estate as well as assisting with operational activities and planning works.

The NSW National Parks Project will be managed as part of the AWC North East (NE) and NSW Regional teams. The NSW project team consists of Land Management Officers, Wildlife Ecologists, and a range of research students and volunteers. Day-to-day operations and land management functions are overseen by the relevant Operations Managers. Day to day science activities are overseen by the relevant Senior Ecologist. The two staff streams (operations and science) work together in an integrated manner to design, implement and measure the effectiveness of land management strategies. The Operations Compliance Officer will support the project teams primarily with the research and facilitation of approvals and permits to ensure compliance with contracted project deliverables, regulated procedures for NSW NPWS and general administrative support.

Other key positions

The position reports to the Regional Operations Manager.

- The position will work with a team of AWC land management and ecological staff involved in the NSW Project including land management officers, fencing teams, feral animal control officers, contractors and volunteers.
- Within AWC, the Operations and Science teams work in an integrated manner to design and deliver effective land management and to measure and report ecological health.
- The position will work closely with the AWC National Operations Coordinator and the AWC National Operations team to ensure AWC culture, model, processes and systems are implemented (eg; Safety, Finance, HR etc.)
- The position works collaboratively with project based Wildlife Ecologists & the NSW Senior Ecologist (reporting to the AWC National Science and Conservation Manager).
Primary responsibilities

The primary responsibilities are to:

- Develop and maintain a schedule of policies and procedures, permits and approvals and administrative processes relevant to AWC’s conduct of conservation land management activities on NSW national park estate, including and not limited to:
  - firearms licencing, accreditations, staff authorisations and standards;
  - shooting activity plans and reporting schedules;
  - pest animal and pest plant treatment staff accreditations and authorisations, and operational standards;
  - bait and chemical registers and reporting schedules;
  - fire management staff accreditations; and
  - operational preparedness and reporting schedules.
- Consult and engage with the NSW NPWS contract management team, AWC Operations Managers and Senior Ecologists to support operational compliance administration for the Contract between AWC and NPWS.
- Consult and engage with AWC Operations Managers and Senior Ecologists, and the AWC IT unit to develop and maintain data recording and reporting systems, hardware and software relevant for the Contract.
- Consult and engage with local and regional NPWS Branches in relation to compliance with procedural permits, approvals and reporting requirements for AWC’s conduct of conservation land management activities on NSW national parks.
- Assist the AWC management team to identify and measure compliance with Contract deliverables.
- Maintain project plans and schedules for reporting to assist the Regional and Operations Managers, Senior Ecologists and National Operations Coordinator measure compliance with Contract deliverables.
- Assist the Operations Managers with the development and implementation of operational conservation land management work plans and activities.
- Provide general administrative support to the project

Critical Competencies:

1. Excellent organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner.
2. Excellent relationship/interpersonal skills, including a demonstrated ability to develop relationships with stakeholders both internal and external including field staff, suppliers, contractors, local and State government agencies.
3. A well-developed ability to ‘problem solve’ and identify and recommend innovative solutions with limited resources.
4. Excellent writing skills, including the demonstrated ability to draft effective approval applications, reports and other correspondence.
5. Strong attention to detail.
6. Advanced ability in using standard business software packages (including Word, email, Excel, MS Project).
7. Demonstrated knowledge and hands-on practical implementation of land management programs for conservation outcomes including fire management, weed and feral animal control programs.
8. An interest in the conservation of Australia’s wildlife and habitats.
9. Demonstrated ability to work as part of a team and independently as required.
10. A willingness to travel to other AWC sanctuaries and locations around Australia as required.
11. A strong work ethic including a willingness to work extended hours and weekends as required and a willingness to work in remote and difficult locations.

Experience/Qualifications:
1. Previous experience in project and contract administration or a similar role is essential. Previous experience in government project and contract administration will be highly regarded.
2. Experience in delivering innovative and effective solutions is more important than formal qualifications.

Licences & Certificates:
1. A valid manual driver’s licence with 4WD experience.
2. First aid certificate (desirable).
3. Police clearance certificate.

Inherent requirements of the role:
The execution of tasks associated with the position may primarily be office based, however you will be expected to travel to sites located in rural and semi-remote locations and can occasionally work away from an established field base. Whilst on site, the work environment can be outdoors and often in the extremes of weather – hot/cold and wet or dry. On occasion, the work may be physically demanding, requiring heavy muscular activity including lifting and carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. You may also be required to carry out frontline firefighting duties or participate in fire support roles subject to completion of necessary training. The successful applicant must be physically capable of performing these activities in order to carry out the inherent role responsibilities.

Responsibilities:
1. Develop and maintain a schedule of the policies and procedures, permits and approvals, and administrative processes relevant to AWC’s conduct of conservation land management activities on NSW national parks including and not limited to:
   a. firearms license, staff accreditations and standards,
   b. shooting activity plans and reporting schedules,
   c. pest animal and pest plant treatment staff accreditations and standards,
   d. bait and chemical registers and reporting schedules,
   e. fire management staff accreditations,
   f. operational preparedness and reporting schedules

Key activities and responsibilities:
• Research and source policies, procedural documents, approval processes, management plans etc. This includes, but not limited to:
  • Existing management plans;
  • National Park policy documents;
  • Local and State government approvals and policy documents;
  • Indigenous cultural heritage management plans;
  • Contract reports;
  • Annual work plans;
- Strategies;
- Project Schedules; and
- Budgets.
- Develop working relationships with both internal and external stakeholders as they relate to the approvals required for Contract deliverables;
- Develop and maintain the schedule of documents over time as part of the Project resource material;
- Ensure all documentation developed for the project is maintained.

2. Consult and engage with the NSW NPWS contract management team, AWC Operations Managers and Senior Ecologists to support operational compliance administration for the Contract between AWC and NPWS.

**Key activities and responsibilities:**
- Through consultation and engagement, research and develop a working knowledge of relevant approvals, permits and planning requirements;
- Provide advice to the management team on approvals, planning and compliance;
- Assist the Regional Operations Manager NE / NSW and the National Operations Coordinator with ensuring compliance to the project deliverables, including:
  - Reporting obligations are met;
  - Management plans are developed;
  - Timelines and milestones are achieved ahead of schedule;
  - Obligations as related to Safety and Environmental Management plans are implemented *(in conjunction with the AWC Safety Management System and operations team ensuring that as far as practicable, systems and processes model that which exist within AWC).*

3. Consult and engage with AWC Operations Managers and Senior Ecologists, and the AWC IT unit to develop and maintain data recording and reporting systems, hardware and software relevant for the Contract.

**Key activities and responsibilities:**
- Maintain and keep up to date project schedules;
- Liaise with staff including the Pilliga and Mallee Cliffs Operations Managers and Ecologists to ensure the Project and activity reporting platforms and requirements are accurate and comprehensive;
- Provide reports to the management team as requested; Advise the management team on issues, slippage and critical paths.

4. Consult and engage with regional and State NPWS Branches in relation to researching and complying with procedural permits and approvals and reporting requirements for AWC’s conduct of conservation land management activities on NSW national parks.

**Key activities and responsibilities:**
- Identify and develop relationships with key NPWS Branch and Area personnel in relation to the AWC Projects;
- Conduct research and engagement with NPWS and other relevant Organisations, Authorities and specialists in relation to managing compliance and approvals for operational activities in the Projects.
5. Assist the management team to identify and measure compliance with contract deliverables

**Key activities and responsibilities:**
- Identify relevant Contract deliverables as they relate to specific stages of operations or reporting;
- Engage with the AWC and NSW contract management team to identify and manage compliance to relevant Contract deliverables.

6. Maintain project plans and schedules for reporting to assist the Regional and Operations Managers, Senior Ecologists and National Operations Coordinator.

**Key activities and responsibilities:**
- Assist with the scheduling and delivery of key AWC activity reports;
- Assist with the scheduling and delivery of key NSW Project or Contract activity and compliance reports;
- Assist the NSW project team with meeting new and unscheduled activity reporting and updates including internal documents and media etc;
- Establish and maintain effective relationships with:
  - NSW National Parks & Wildlife staff;
  - Visitors;
  - Neighbouring landholders and the local community;
  - Relevant government agencies, including local government and emergency services; and
  - Other stakeholders such as mining companies.
- Assist with the planning, co-ordination and implementation of events as required
- Assist with the provision of information and material for AWC’s communication, education and fundraising activities including newsletters, website, media etc.

7. Assist the Operations Managers with the development and implementation of operational conservation land management work plans and activities.

**Key activities and responsibilities:**
- Assist Operations Managers and Senior Ecologists with work plans and schedules according to Contract deliverables.

8. Provide general administrative support to the project

**Key activities and responsibilities:**
- Provide general administrative support across the Project and AWC programs as required.