



BUSH HERITAGE

AUSTRALIA

POSITION DESCRIPTION

POSITION TITLE:	Cravens Peak Reserve Manager
ROLE GRADE:	7
REMUNERATION:	\$69k - \$76k (inclusive of 9.5% superannuation) commensurate with qualifications and experience. Accommodation and utilities provided on site.
COST CENTRE:	North Region
LOCATION:	Live in Manager based on Cravens Peak Reserve
DATE REVIEWED:	March 2020
POSITION BASIS:	Full time 1.0 FTE, ongoing

Introduction

Bush Heritage Australia is a national non-profit organisation protecting the natural environment through the management of land and water of high conservation value. Bush Heritage has more than 37 nature reserves throughout Australia which total almost 1 million hectares. In addition Bush Heritage partners with Indigenous and agricultural land owners to assist with the conservation management of a further 3.8 million hectares.

Established in 1991, Bush Heritage has 18,000 supporters Australia wide and an annual operating budget of over \$13 million. Bush Heritage is primarily funded by donations from individuals and philanthropic sources. In pursuing its mission, Bush Heritage engages staff and volunteers across all the States and mainland Territories of Australia.

Bush Heritage's culture requires a strong commitment to safety and the development of our people.

Our values are:

Conservation – Conservation impact is essential. Our decisions are informed by best available science and evidence;

Culture – We respectfully engage with Traditional Owners of the land, and recognise Aboriginal culture, connection to Country and traditional knowledge. Working together and applying two-way science leads to greater understanding and better conservation outcomes;

Collaboration – Collaboration, pragmatism and innovation are essentials. We listen to and respect each other, finding creative solutions together.

Community – The broad Bush Heritage community underpins our success. By engaging with and within communities around Australia we achieve so much more than we could working alone; and

Safety – Our people’s wellbeing and safety is critical.

The organisation has six teams – West Region, North Region, South East Region, Conservation, Marketing and Fundraising, and Corporate Services.

Position Summary

The function of the Reserve Manager is primarily to ensure that day to day management of Cravens Peak Reserve meets the conservation and organisational goals of Bush Heritage. The Reserve Manager will be expected to implement and lead further development of the Cravens Peak Reserve Management Plan. The Reserve Manager will represent and promote Bush Heritage in the region and will also provide advice to Bush Heritage’s planning, marketing and operations programs to ensure that the goals of the organisation are efficiently achieved.

The Reserve Manager will require a sound understanding, and practical experience, of natural resource management, experience living and working in remote/ rural locations and working in a positive and collaborative manner with diverse groups of people. The Reserve Manager will also have experience in business management, developing annual works plans and preparing and managing budgets. Amongst other attributes they will possess skills for managing land, plant and equipment, and supervising staff and volunteers, in a remote bush environment. The Cravens Peak Reserve Manager must be a practical, pro-active and creative thinker.

Bush Heritage relies on its supporters taking a role in the ongoing management of its reserves. Opportunities to engage others in the delivery of land management, science, education, and conservation activities at Cravens Peak will be undertaken by the Reserve Manager in collaboration with the Healthy Landscape Manager and ecologists. This will occur at Cravens Peak through supporter visitation and volunteer and research projects including through a Volunteer program. Reserve-based staff, in collaboration with non-reserve staff, play a key part in ensuring these activities contribute to the operation of the Reserve. Bush Heritage aims to provide a family-friendly work environment.

Accountability

The Reserve Manager reports directly to the Healthy Landscape Manager (HLM) – Arid Riverine based in Longreach, and collaborates with the conservation support centre teams, the Executive Manager North and the North Australia Team. The Reserve Manager will have visiting researchers, volunteers, and contractors reporting directly to them. Accountabilities and performance indicators will be developed into an annual works plan and Performance and Career Development Plan and set against the Reserve Management Plan and reviewed annually.

Key Responsibilities and Duties

The Reserve Manager will ensure that the day to day management of the Cravens Peak Reserve meets the goals of Bush Heritage.

A key focus of the Reserve Manager role will be planning and conducting NRM works including managing weeds, ferals, fences and fire across the Reserve. Maintenance of all plant, equipment and infrastructure, plus the management of relationships with the local and broader community and other key stakeholders are priority tasks. Additionally, working in collaboration with Bush Heritage Ecologists, the Reserve Manager will support routine ecological monitoring and maintaining ecological records.

Additionally, the Reserve Manager, in collaboration with the HLM, is responsible for the development and management of the reserve budget in line with Bush Heritage’s Conservation Management Planning processes.

Implementing and developing the Reserve and Fire Management Plans, via an annual works plan and progress reporting.

Key Responsibilities include:

1. The operational management of Cravens Peak as per Reserve Management Plans encompassing annual works plans, strategic plans (fire management plans, weed management plans and feral animal plans), and the management of the operating budget – including reporting on variances on a monthly basis to the Healthy Landscapes Manager – Arid Riverine;
2. Undertaking routine maintenance and repairs for all infrastructure, plant and equipment, housing, tracks, fence lines, water points and supervising infrastructure development projects to ensure effective reserve operation;
3. Undertaking Natural Resource Management (NRM) and conservation activities including fire management, feral animal control, effective stray stock management, woody weed and exotic pasture grass control, fence line maintenance and soil conservation to ensure conservation outcomes for the reserve operation;
4. Ensuring Bush Heritage's safety culture and Health, Safety & Environment Management System including compliance with legislative requirements across work activities, undertaking safety inductions staff and visitors, safety reporting, and adherence to workplace OH&S policy and procedures;
5. Development of close working relationships with Traditional Owners, local community, and neighbours to promote effective reserve management, advance conservation outcomes in the region, and build community relationships and participation in Bush Heritage's work; ;
6. Assisting with implementation of Bush Heritage's marketing and communications programs;
7. Assisting the Healthy Landscapes Manager – Arid Riverine in the implementation of incident response, search and rescue procedures, field worker safety and medical emergency procedures, and natural disaster contingency procedures, including bushfire suppression across Bush Heritage properties;
8. Further development of relationships with the local community, NRM groups, neighbours and govt. agencies to promote effective reserve management, advance conservation outcomes in the region, and build community relationships and participation in Bush Heritage's work; and
9. In collaboration with Ecologists and HLM undertake elements of Bush Heritage's Ecological Outcomes Monitoring program, supporting ecological survey activities and maintaining records;
10. Assisting the Healthy Landscapes Manager – Arid Riverine in the implementation of incident response, search and rescue procedures, field worker safety and medical emergency procedures, and natural disaster contingency procedures, including bushfire suppression across Bush Heritage properties;
11. Other duties, as required from time to time, consistent with the position grading.

Key Outcomes

1. Development and implementation of the Cravens Peak Reserve work and management plan specifically – annual work plans and budgets, infrastructure and plant maintenance, feral animal control, weed control, restoration activities, fire control measures, and visitor management;
2. Healthy, positive and productive stakeholder relationships, especially with Traditional Owners, the local community; Queensland Department of Parks and Wildlife, scientific institutions and volunteers.
3. Safe reserve operations.

Qualifications, Skills and Selection Criteria

Essential -

1. A relevant qualification or demonstrated experience in ecological, natural resource management principles and practices relevant to conservation land management;
2. Demonstrated experience in the development, implementation and tracking of reserve works plans & budgets, preparing reports, presentations, public speaking and reporting against key performance indicators (KPI);
3. A wide variety of skills for maintaining infrastructure, plant and equipment and ability to work in a remote bush environment;
4. Ability to work independently, exercise delegated authority, lead and supervise a team in a remote location;
5. Experience with fire management, prescribed burning, wildfire suppression and formal certificates/ tickets in Fire Management;
6. Experience in weed and feral animal control and management;
7. Experience and demonstrated success in negotiating and maintaining relationships with Aboriginal communities, stakeholders and the broader community;
8. Demonstrated communication, negotiation, project management and problem solving skills;
9. Manual driver's license, with extensive off road and 4WD experience.

Desirable:

1. Experienced at living and working in remote arid or semi-arid landscapes;
2. Firearms license in Qld;
3. Relevant training in Qld for land management activities, including tickets in first aid, tractor, loader operations, chemical use and weed control, chainsaws and small motors, ATV, humane animal destruction, fire management.;
4. Computer literate with GIS software; email and basic software packages; and
5. A commitment to the values and objectives of Bush Heritage.

Direction and Guidance

Reporting to the Healthy Landscape Manager – Arid Riverine, The Reserve Manager is primarily responsible for fulfilling the various responsibilities associated with this position. As a self-starter, it is expected that the incumbent will contribute towards improving the effectiveness of systems being managed including the development of new systems where required.

CEO and the Board

Heather Campbell is Bush Heritage's Chief Executive. The Board Chair is Chris Grubb, and Directors include leading Australians from business and commerce, government, non-government and private sectors, conservation and science. Bush Heritage demonstrates a strong commitment to Indigenous people and has Indigenous representation on the Board.

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 work-place practices;
- Ensuring Health, Safety and Environment compliance, acting and encouraging others to act in a healthy and safe manner; and

- Maintaining a team-oriented family-friendly work environment, managing and developing staff, and valuing diversity.

Position Relationships

Position title of supervisor	Healthy Landscape Manager – Arid Riverine
Position titles which also report to supervisor	Reserve Manager Ethabuka, Reserve Manager Pullen Pulen and Edgbaston, Fresh Water Ecologist, Field Officer Arid Riverine
Titles of positions that report to this position	Volunteers and Contractors
Key internal relationships	HSE & Risk Coordinator, Senior Ecologist North, Program Officer North, Planning, Marketing, Fundraising, Visitation, Volunteer, Other Reserve Managers.
Key external relationships	Traditional Owners, Department of Parks and Wildlife, NRM Groups, Bush Heritage Supporters, Neighbouring Stations, Contractors, and Government Representatives