Position description

POSITION TITLE	Field Officer
ROLE GRADE	6
REMUNERATION	$59,762 - $66,404 per annum Salary inclusive of 9.5% superannuation
COST CENTRE	031
LOCATION	Carnarvon Station Reserve Augathella Qld
DATE REVIEWED	August 2020
POSITION BASIS	Fulltime ongoing

Introduction

Bush Heritage Australia is a national non-profit organisation that buys and manages land to protect our irreplaceable landscapes and our magnificent native species forever.

We buy land that has outstanding conservation values and reconnect fragmented landscapes to protect habitat for wildlife. Bush Heritage works across 19 priority landscapes and owns 36 reserves. In addition, we partner with Aboriginal people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 11.3 million hectares, protecting more than 6000 native species and at least 239 endangered species.

Established in 1991, Bush Heritage has around 35,000 supporters Australia-wide and an annual operating budget of over $20 million. We are primarily funded by donations from individuals and philanthropic sources.

Our culture is characterised by a collaborative and supportive approach, with a strong commitment to safety and professional development.

The position will be in a key leadership position and is expected to share in and lead achievement of our vision and values.

Conservation: Protected, connected landscapes and waterways for plants, animals and people

Culture: A shared journey of respect for diversity, each other and acknowledgement of Traditional Owners' enduring relationship to this land and waters

Collaboration: We collaborate with Traditional Owners, other landowners, scientists, government, organisations and communities for the greatest impact

Community: Together we are an active and dedicated mosaic of staff, volunteers, partners, and supporters all working for a common goal

Safety: Healthy people, healthy country

CEO and the Board

Heather Campbell is Bush Heritage's Chief Executive Officer. The Board Chair is Sue O'Connor, 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 Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

Direction and guidance for this position

Reporting to the Healthy Landscape Manager Central Queensland, the Field Officer is responsible for fulfilling the responsibilities associated with this position. As a self-starter, it is expected that the incumbent will contribute towards improving the effectiveness of conservation and other related systems being managed.

In applying for this position, applicants should address the criteria set out in the 'Qualifications, skills and selection criteria' of this position description. Failure to address those criteria will likely preclude the applicant from consideration for the role.

Position summary (background)

The Field Officer will work with the Healthy Landscape Manager Central Queensland to ensure the day to day management of Carnarvon and Goonderoo Reserves meets the goals of the Reserve Management Plans and Bush Heritage. As a Reserve-based position, the Field Officer will manage and work in collaboration with Ecologists and other non-reserve staff to contribute to the management and operation of Carnarvon and Goonderoo Reserves.

Specifically, it is essential that you will have relevant work experience and hold the certification for this role as documented in this Position Description.

The position is based at Carnarvon Station 200km NNE of Augathella Qld, it is a remote location with periods of isolation during wet weather.

To be successful you will:

- Have general rural/station maintenance skills, fencing, water supply and reticulation, road maintenance, steel and timber fabrication skills, operate and maintain plant and equipment
- Have experience working on bushfire containment and planned burns
- Be a team player with ability to see the bigger picture
- Have an aptitude to improvise and think on your feet
- Have a strong work ethic and take pride in a job done well

Key responsibilities and duties

Under direction from Healthy Landscape Manager, the Field Officer will assist with carrying out the activities that relate to the day to day management of the Reserve including:

1. Land management activities and on ground works, e.g. spraying weeds, fire management, feral animal control, flora and fauna surveys and soil conservation works;
2. Comply with and follow all health, safety and environment directions;
3. Implementation of the Reserve Management Plan, including but not limited to fire, pest animal, weed and soil conservation programs;
4. Fire management as required;
5. Undertake and assist with infrastructure projects including repairs and maintenance of fences, housing, roads, sheds and plant and equipment;

6. Supervise contractors and volunteers and deliver inductions;
7. Operate, maintain service and repair small plant and equipment to a high standard;
8. Undertake approved formal and informal training (including on-the-job training);
9. Other duties as required from time to time consistent with the position grade;

Qualifications, skills and selection criteria (used to assess your application)

Essential

- Commitment to nature conservation and the objectives and values of Bush Heritage Australia;
- Demonstrated work experience in rural land management and or on ground natural resource management;
- Demonstrated experience in health and safety risk assessment procedures and requirements in a rural environment;
- A sound level of physical fitness to undertake required manual activities;
- Proven ability to undertake practical skills relating to mechanical, infrastructure, plant and equipment repair and maintenance;
- Demonstrated ability to work both independently and as a team member under both direct and remote supervision;
- Ability to work alongside and supervise volunteers, visitors and contractors;
- Ability to communicate well in both written and oral forms;
- Experience working and living in remote areas with a small team or have the ability and resilience to work and live in remote areas;
- Current open drivers' licence with 4WD experience including recovery skills;

The incumbent may be required to undertake competency assessments and demonstrate experience.

Desirable

- Certificate in conservation land management;
- Employment experience in one or more of the following areas, protected area management or the pastoral industry, rural service roles, mechanical skills or earthmoving;
- Computer literacy and proficiency with word processing and email applications;
- First aid certificate;
- Chemical use accreditation ACDC;
- Basic fire-fighting and chainsaw certificates;
- Firearms license and humane destruction training;
- Tractor / loader operation and associated attachments;
- Other training / experience as appropriate such as welding, basic fabrication, building infrastructure maintenance, road building, drainage, surface repair, basic mechanics and fencing

Key outcomes for the role

- Maintenance of Carnarvon Station and Goonderoo Reserve's assets and infrastructure;
- Active role in the management, maintenance and measurement of Carnarvon Station and Goonderoo Reserve's conservation values;
- Positive Bush Heritage profile and relationship development with Traditional Owners, neighbours, the local and broader communities;
- Compliance of Heath Safety and Environment requirements;

Policies and work place 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 environment, managing and developing staff, and valuing diversity.

Position relationships

Position title of manager	Healthy Landscape Manager
Position titles which also report to manager	–
Titles of positions that report to this position	Volunteers Contractors
Key internal relationships	Volunteer Coordinator Ecologists Reserve Managers Healthy Landscape Managers
Key external relationships	Traditional Owners, Volunteers, Contractors, Government and non-Government agencies, Corporate and Community representatives and neighboring landholders