



## **SCHEDULE 1- Position description: Ranger Coordinator (Male)**

### **Objectives of position:**

- I. Provide the day to day coordination and supervision of the Ngurrara Working on Country (**WoC**) male Ranger Group Plan;
- ii. Coordinate the planning and implementation of the Ngurrara Ranger annual WoC work plans for the protection and promotion of the natural and cultural environment and heritage;
- iii. Support Ngurrara Rangers to complete training in Conservation Land Management and promote learning outcomes through field work;
- iv. Facilitate the engagement and active participation of the Ngurrara Cultural Advisory Committee, and Ngurrara Traditional Owners in ranger activities;
- v. Work effectively as a member of the Kimberley Ranger Program team including liaison and support for other ranger teams;
- vi. Manage the WoC budget and other fee for service opportunities for the Ngurrara Rangers to be an active, reliable and skilled resource for the local community.

### **Duties:**

Your duties will include, but are not limited to:

The Employee will report to the Ngurrara Country Manager and be responsible for the following tasks under the supervision of the Ngurrara Country Manager:

- i. Supervise and coordinate the day to day activities of the Ngurrara Rangers, including provision of workplace leadership, mentoring and performance reviews in accordance with the WoC plan, Ngurrara Healthy Country Plan 2012-2022 and any other work plan nominated by the Employer;
- ii. Liaise with and organise a minimum of 4 meetings for the Employer's Cultural Advisory Committee, Ngurrara Rangers and KLC (and other key stakeholders as required) to plan, manage and monitor the annual WoC work plan, weekly work plans, rosters and budget;
- iii. Develop and manage the WoC work plan and reporting and provide quarterly updates to the Cultural Advisory Committee and Ngurrara Country Manager;
- iv. Manage and understand the WoC budget to make sure it is used/spent to its full potential and to monitor and ensure expenditure does not exceed the budget including providing quarterly budget reports to the Cultural Advisory Committee;
- v. Ensure effective day to day administrative management of the Ngurrara Ranger program including timesheets, casual and Traditional Owner payments, purchases, invoice payments etc;
- vi. Plan, supervise and participate in field activities, including to remote locations, associated with completing the WoC work plan and targets;



### **Duties:**

- vii. Liaise with KRP Training Coordinator, TAFE & Kimberley Group Training to support, encourage and assist Ngurrara Rangers to complete scheduled training courses and develop their professional and personal skills as needed;
- viii. Support the delivery of other fee for service opportunities and projects that support the development of the Ngurrara Ranger group and Traditional Owner Healthy Country aspirations;
- ix. Assist researchers to engage in on-country research with Ngurrara Ranger groups and direct research requests through the appropriate channels within the Employer's organisation;
- x. Be responsible for the care, maintenance and safekeeping of equipment, vehicles and resources used by the WoC Ngurrara Rangers;
- xi. Always ensure compliance by Ngurrara Rangers with cultural protocols and the Employer's Policy and Procedures , including the promotion of safe working practices and instruction of Rangers in Work, Health and Safety policy and procedures;
- xii. Participate and assist in the Employer's, KRED Enterprises Pty Ltd (**KRED**) and Kimberley Land Council (**KLC**) events, implement KLC policies and contribute to their development in relation to Land and Sea Management;
- xiii. Other duties as directed by the Ngurrara Country Manager and Ngurrara Cultural Advisory Committee;
- xiv. Comply with all directions of the Ngurrara Country Manager; and
- xv. Any other reasonable duty as directed by the Ngurrara Country Manger and/or the CEO.

### **Key Performance Indicators:**

The Employer can expect you as the Level 6 Ranger Coordinator to ensure the following:

- i. As Coordinator you will be expected to make significant progress towards being confident in all the above-mentioned duties. Regular formal and informal support will be provided to assist your skill development into that of a Ranger Coordinator;
- ii. An annual Ranger WoC work plan has been developed, budget is being managed and is being actively implemented in consultation with Yanunijarra Aboriginal Corporation Directors, the Ngurrara Cultural Advisory Committee and Ngurrara Country Manager (and LSMU managers if applicable);
- iii. Cultural Advisory Committee meetings are held at least 4 times a year to lead WoC planning, implementation and decision making;
- iv. Quarterly performance and budget updates are provided to the Employer and Cultural Advisory Committee on progress against the WoC Plan and budget;
- v. Rangers are motivated attending on a regular basis and completing their scheduled training programs;



**Key Performance Indicators:**

- vi. Rangers are complying to the Employer's policies and procedures, including WH&S procedures at all times;
- vii. Ranger equipment, vehicles and assets are being used, cared for and maintained according to the Employer's and KLC policies and procedures;
- viii. Personal Development Plan is being actively implemented and reviewed quarterly to identify skill gaps and professional goals for the Ngurrara Rangers.

