

BirdLife Australia
Program Leader - Planning & Strategy Assurance
Position Description

standing together to stop extinctions

Date: Nov 2021



Position description

The organisation

As Australia's only national bird conservation charity, we are on a mission to put birds and nature on the path to recovery within a decade, leading and facilitating action that halts biodiversity loss and restores ecosystems. We can only achieve this with the help and support afforded to us by our diverse stakeholders including supporters, campaigners, donors, members and like-minded conservation organisations.

BirdLife Australia takes a science and evidence-based approach to bird conservation. Where strong conservation plans are in place and well-resourced the evidence tells us that threatened species can be brought back from the brink of extinction. With a 100-plus year history and Australia's strongest and longest-lived collection of data and surveys, BirdLife Australia brings a wealth of observation and experience to the protection of native birds.

BirdLife Australia is a diverse organisation with more than 200,000 supporters, donors, volunteers, campaigners and members, over 90 staff across Australia, and a network of more than 40 voluntary community groups.

BirdLife Australia is truly local to global, with a network of more than 40 voluntary community groups on the ground in Australia, and is the Australian member of the BirdLife International partnership, the world's largest partnership for conservation.

Our growing network of people generously give their time, expertise, voice and financial support, standing together with us to help protect Australia's unique birdlife.

A significant part of BirdLife Australia's work is done by volunteers acting either alone, in organised groups or serving on Committees. It is important that all staff understand and appreciate the contribution made by volunteers, and are also mindful of their varying skills, interests and motivations.

BirdLife Australia acknowledges the important role Traditional Owners throughout Australia have played, and continue to play, caring for Country. We acknowledge their continuing connection to land, sea and community and pay respect to Traditional Owners and their cultures, and to their Elders both past and present. BirdLife Australia endeavours to facilitate the further engagement of Indigenous Australians in the research and conservation of our native birds.

The role

The Program Leader - Planning & Strategy Assurance, plays a leadership role in helping BirdLife Australia achieve its strategic goal of improving outcomes for Australian birds.

Specifically, the Program Leader is responsible for supporting the Head of Conservation and Science, and Program Leaders in the Science and Conservation Department to deliver, measure and improve BirdLife Australia's implementation of its Bird Conservation Strategy.

The role will manage a team with focus on the following key areas:

- Development of conservation programs aligned with the Bird Conservation Strategy
- Regional development support for programs
- Reporting and analytics support for programs
- Strategy assurance

- Leveraging program partnerships

The position reflects the need to provide cross-cutting 'programmatic' support for BirdLife's conservation programs; particularly in the area of reporting outcomes, evaluation for adaptive management and leveraging partnerships. The role also ensures science is positioned behind our programs and engages the science community.

Reporting to the Head of Conservation and Science, the role will support the planning and development of all BirdLife's programs to achieve effective protection of Australia's native birds and their habitats. The Program Leader is responsible for leading a team that will work collaboratively across the organisation and with external stakeholders and partners to deliver program outcomes.

Position title

Program Leader- Planning & Strategy Assurance

Position objective

Improve conservation outcomes for Australian birds by supporting the delivery and development of bird conservation programs and partnerships to support the effective implementation of BirdLife Australia's Bird Conservation Strategy.

Status

This is a full-time position (1 FTE) offered on a 3-year contract. A continuation to the contract would be offered subject to acceptable performance and available funding.

Staff reporting

Program Manager – Strategy Assurance, Science & Partnerships

Senior Analysts

Monitoring & Seabird Program Coordinator

Spatial & Analytical Ecologist

Remuneration / Job Level

Full-time salary at Level 5 based on program complexity and scale and experience and expertise (subject to future review).

Location

The position is based in BirdLife Australia National Office in Carlton, Victoria. Alternative locations will be considered based on strategic merit.

Reporting

This position reports to Head of Conservation and Science

Key relationships

Internal

Head of Conservation and Science; Conservation Program Leaders and Managers, Campaigns and Participation Manager; Development, Finance, Communications and Engagement teams.

External

All stakeholders who partner in program delivery and who influence decision-making (e.g. NRMs, CMAs, parks, State Governments, Federal Government, community groups, volunteers, universities, environmental non-government organisations, Indigenous Australians (including Traditional Owners

and representative groups); business and industry; experts (including academics and management professionals); schools; general public

Travel requirements

Some travel within Australia will or may be required.

Duties

Working across BirdLife Australia's Science and Conservation Programs to deliver bird conservation outcomes

Strategic:

- develop our conservation program portfolio, guided by the Bird Conservation Strategy
- develop a strategic Science and Research Framework to leverage our ornithological assets and partnerships to support the Bird Conservation Strategy
- coordinate assurance and reporting against Bird Conservation Strategy targets and indicators

Analytics team:

- provide analytics support for programs and consistent reporting of outcomes
- ensure other analytical products (i.e. SoAB) are strategic and aligned to priorities identified by the Science and Research Framework

CAP support:

- support programs' transition to outcome-based reporting and evaluation of delivery success
- guide the planning and delivery of existing Conservation Action Plans (or equivalent plans)
- coordinate training and support for Miradi (to all conservation staff)
- ensure program reporting includes partner deliverables;

Other:

- work with the Communications, Engagement and Development teams to:
 - develop financing plans and work with the Major Gift Lead on strategies for philanthropic support;
- work with the Finance Department to manage the programs budget
- work with the Citizen Science team to ensure monitoring projects support program evaluation

Managing alliances and people

- build, manage, support, and mentor a high-performance team
- support the development of collective impact partnerships, including agreements, to ensure BirdLife's 'backbone' role, and partner roles, are recognised in communications
- engage the science community on BirdLife's research priorities to address major knowledge gaps and to leverage and scale conservation outcomes
- support regional development of national programs by maintaining and coordinating relationships with external funders (including e.g NRMs in WA)

Building one strong organisation

- Program Leaders work as a part of a management team that ensures continuous organisational improvement and takes responsibility for creating a positive work environment
- Other duties that are reasonable and within the scope of the current position description

Selection Criteria

Essential

- A relevant degree and post graduate qualifications with at least five years relevant experience.
- Strong leadership, organisational, planning and team management skills
- A high level of competence in budgeting and financial planning for programs
- A positive outlook and ability to work collaboratively to achieve shared goals consistent with BirdLife Australia's values
- Ability to find solutions. Demonstrated influence and negotiation skills to gain agreement and progress proposals or projects
- High level strategic planning and management; Experience measuring progress against objectives, managing issues, and overcoming obstacles to ensure program objectives are met
- Demonstrated ability to communicate with clarity, power, and passion to achieve communication objectives
- Excellent interpersonal, representational, and relationship-building skills
- Open to innovative ideas and practices, and a desire to strive for continuous improvement in the performance of the organisation and its projects
- High level computer literacy
- Demonstrated success in writing grant applications and engaging donors to secure funding

Desirable

- Extensive experience in bird conservation with an understanding of the issues, stakeholders, complexity of regulations, and challenges
- An affinity with the aims and philosophy of a non-for-profit conservation organisation, philanthropy and the environmental sector

Workstyle, attributes, and attitudes

- A high level of professionalism and accountability in all work
- A strategic thinker and leader
- A team player with a highly collaborative style, the flexibility and finesse to manage by influence
- Responds positively to feedback and accommodates changes, ability to provide constructive feedback
- Ability to work well with minimum supervision, accepts high-level responsibility for work plan delivery
- A willingness and capacity to work flexible hours as and when required

Living our Values

- Promote and role model appropriate behaviours that support BirdLife Australia's culture and values.
- Actively demonstrate organisational values.

<i>Passion</i>	<i>Excellence</i>	<i>Leadership</i>	<i>Collaboration</i>	<i>Integrity</i>	<i>Impact</i>
We bring people together around a love of nature	Science and knowledge is at the centre of everything we do	We empower and inspire people to lead with courage and purpose	We embrace diversity and work in partnership with mutual respect	Our success is based on experience, honesty, trust and fairness	We think globally, lead nationally and act locally

OH&S statement

Employees and potential employees should be aware that the requirements of the position include, but are not limited to:

- Limited attendance at evening or weekend meetings
- Possible driving for extended periods and interstate travel
- Long periods of sedentary desk and computer duties and telephone use
- Possible lifting and moving of heavy equipment and objects
- Overnight and weekend work in the field and at conferences