



# Job Description Form

## 1. Position Details

<b>Position Title</b> Murujuga Land & Sea Program Manager	<b>Location</b> Dampier
--	----------------------------

## 2. Reporting Relationships

### Responsible to

<b>Position Title</b> Chief Executive Officer
--



### Responsible to

<b>This position</b>
----------------------



### Officers under *direct* responsibility

<b>Position Title</b> MLSU Ranger Coordinator National Park Senior Ranger MAC Cultural Advisor
---

### Other offices reporting directly to this office

<b>Position title</b> Corporate Services Manager Project Director (Murujuga Tourism Program) World Heritage Support Officer
--



## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

As a member of the senior management team, the Murujuga Land & Sea Program Manager contributes significantly to strategic leadership, direction and management of the Murujuga Land and See unit Program as a whole to ensure all contracting obligations, Organisational requirements and best practice service delivery standards are met.

- Responsible for the management and oversight of all works programs within the Murujuga Ranger Program (including National Park (in close liaison with the department of biodiversity, conservation and attractions (DBCA)) and Fee for Service opportunities) determining standards are met ensuring all activities are compatible with Organisation, service objectives and management responsibilities Also ensuring all obligations and contractual agreements are met on standard and on-time.
- Responsible for leading and managing staff and ensuring close liaison and working relationships occurs with MACs Joint Management partner to provide for an integrated and effective delivery of services.
- Responsible for internal and external liaison with stakeholders and the community with regard to operational service programs.
- Responsible for overarching Program planning, financial, human resource, assets and administrative functions for the Ranger Program.

**Position Title**

Murujuga Land & Sea Program Manager

## 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

*Under the limited direction of the Chief Executive Officer:*

### **SERVICES MANAGEMENT (25%)**

1. Manages and oversees of all works programs for the Murujuga National Park (in close liaison with DBCA) and Fee for Service opportunities division, determining standards and techniques, and ensures all activities are compatible with the Organizations service objectives and management responsibilities.
2. Ensures that all works are in accordance with the management plans (Murujuga National Park Management Plan, Murujuga Cultural Management Plan) and Organizations guidelines, the Conservation and Land Management Act 1984, Wildlife Conservation Act 1950, Biodiversity Conservation Act 2016, Bush Fires Act 1954 and associated regulations, licensing and enforcement programs, circulars, policies, guidelines and other relevant legislation.
3. Collaborative support with Department of Biodiversity, Conservation & Attractions Leaders including other relevant department services to prepare service operations plans which reflect strategic and operational needs.
4. Coordinates the preparation of correspondence, briefing notes and reports, as required.
5. Other duties as directed by the Chief Executive Officer.

### **OPERATIONS (25%)**

6. Manages oversight of preparation, coordination, implementation, and integration of works programs and activities on and off co-managed lands, considering resource requirements, seasonal and environmental factors.
7. Contributes to the establishment of strategic and short-term goals and resolves conflicting priorities as they arise.
8. Ensures the maintenance of the organizational assets and park infrastructure. Develops specifications, manages contracts and supervises contractors as required. Including identifying and securing contracting opportunities as appropriate.
9. Liaises with service representatives, and Government departmental branches as required, to achieve service goals concurrently with the attainment of community service objectives, adapting advice to meet local conditions. Ensures outcomes meet or exceed standards as per service priorities.

### **COMMUNICATIONS AND STAKEHOLDER LIAISON. (25%)**

10. Plays a key part of the Organizations Ranger Program communications with the general public, local authorities, various government departments, community and stakeholder groups, with respect to the Organisations activities. Promotes effective relations and communicates the Organizations mission and goals to key stakeholders, its members and the broader community.
11. Liaises with Aboriginal communities regarding joint management interests and activities, promotes and controls aboriginal involvement in the workforce and encourages participation through Aboriginal Employment Opportunities.
12. Represents the Organization on various committees, Working group meetings and media interactions.
13. Advises the Chief Executive Officer on political or contentious issues arising as a consequence of management activities

### **HUMAN RESOURCE & FINANCIAL MANAGEMENT (25%)**

14. Ensures effective daily financial management of Murujuga Ranger Program ensuring compliance with the relevant funding obligations
15. Conducting analysis of the MLSU financial activities and develops control systems and financial models to make accurate budget and performance measurement predictions to facilitate the achievement of business outcomes;
16. Maintains and promotes good employee relations. Supervises and develops staff and ensures that their work place meets Organizations standards and occupational health and safety requirements.
17. Undertakes recruitment of staff and ensures appropriate training is delivered.
18. Ensures compliance with relevant awards, Equal Employment Opportunity principles, and that human resource management standards are applied.

**Position Title**

Murujuga Land & Sea Program Manager

## 5. Selection Criteria

**In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.**

**Applicants should address the following four criteria. These should be addressed in no more than two pages in total.**

1. Considerable experience in program management with well developed business management knowledge and experience;
2. Considerable experience of high level leadership, supervisory, organizational, works program planning, and human resource management skills; including a demonstrated ability to promote staff development, deal with contentious issues and improve performance, empowering staff to achieve agreed outcomes.
3. Evidence of high level oral communication and interpersonal skills, and experience in effective liaison and negotiation with other government agencies, industry, stakeholders, Aboriginal groups and community interest groups, and the media, with evidence of having responded to and resolved complex and detailed issues.
4. Considerable experience in and knowledge of administrative and financial management, including budget Preparation, contract management and expenditure control.

**The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:**

5. Demonstrated high level written communication skills, including the a demonstrated ability to respond to complex and detailed enquiries, and using computer software (including Word, Excel, GIS systems etc.) for report writing, data analysis and data management.
6. Understanding of occupational, health and safety, and equity and diversity principles and practices.
7. Current 'C' Class manual Driver's License.
8. Tertiary qualification in a natural science relevant to nature conservation, natural resource or wildlife management. (Desirable)
9. A sound working knowledge of the Conservation and Land Management Act 1984, Wildlife Conservation Act 1950, Bush Fires Act 1954, and associated regulations, and other legislation, Awards, policies and instructions relevant to the department.(Desirable)

### **Murujuga Aboriginal Corporations values**

Our values should not be viewed in isolation. Instead, they go 'hand in hand' with the philosophy behind speaking with one voice for country. At MAC, we believe in the following values: Lore and culture, Protection of country, Empowering our people, Honesty and Integrity, Speaking our languages, Education and health, Transparency, Strength, resilience and determination, Unity and a strong identity, Fairness, equality, empathy, Pride, respect, and recognition, Elders and tradition, Commitment and connection.

For the purposes of this recruitment process, behaviors that reflect some or all of the above MAC values are included as selection criteria for this position

**Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.**

**Position Title**

Murujuga Land &amp; Sea Program Manager

**6. Other**

<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1	
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> North West Leave after 12 months continuous service	
	<input checked="" type="checkbox"/> Air Conditioning subsidy	
	<input checked="" type="checkbox"/> Other - Please specify below: Housing Subsidy Allowance (Negotiable based on experience)	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	4WD Vehicle, , , computer.	
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	