Trust for Nature
Position Description

Position:	Area Manager, North East
Program:	Regional Operations
Location:	North East Victoria (Wangaratta – location negotiable)
Employment status:	Full-time for 12 months
Remuneration:	TFN Grade 4.1 $89,153 plus 10% superannuation
Reports to:	Statewide Operations Manager

Our Mission

We work collaboratively to protect nature on private land forever.

Overall Position Context

Trust for Nature (TfN)'s administrative structure comprises five areas: South-West, North-West, Gippsland, North-East and South-Central. Reporting to the Statewide Operations Manager, the Area Manager contributes to TfN's mission by having a lead role in the development and delivery of strategic partnerships, networks and conservation programs which advance statewide corporate and conservation goals of TfN. The Area Managers work closely with the Statewide Operations Manager and other area managers to develop and implement strategic projects and partnerships and provide oversight and reporting of all projects and staff matters within their area. The Area Managers also provide oversight to regional staff and ensure that staff conduct their work safely and productively.

The Area Manager, North East's role is one of leadership and coordination across the North East Area, which covers the Goulburn Broken and North East catchment management regions. The position requires the cultivation of active relationships with new and existing funding partners to leverage funding opportunities and expand delivery of statewide corporate and conservation goals and to oversee the delivery of conservation and corporate programs.

Key Responsibilities

The Area Manager is responsible for:

- fostering and maintaining effective partnerships with other Natural Resource Management (NRM) stakeholders working in the area
- seeking and negotiating funding from various programs, both State and Federal, either directly or through partners and designing and developing collaborative conservation projects, that contribute to the delivery of the statewide conservation plan, strategic plan and business plan
- providing leadership, guidance, and motivation to the team, ensuring a productive workplace and quality of project delivery
- ensuring that staff, contractors and volunteers have a safe work place
- liaising between senior management and regional staff to coordinate resource allocation and works for effective on-ground delivery of multiple projects and programs within the area
- business and financial administration including budget development and tracking for multiple concurrent projects
- completing milestone reporting and acquitting service level agreements
- contributing effectively to the Regional Operations Team
- ensuring work activities and practices are compliant with TfN's policy and procedures, and resolving issues of non-compliance.

The Area Manager is assisted by key regional staff in:

- delivering the area's program as aligned with the statewide conservation plan, strategic plan and business plan
- implementing the Conservation Covenant and Stewardship Program
- managing TfN-owned reserves for conservation, including facilitating implementation of policy and guidelines for volunteer Committees of Management
- ensuring a safe, productive and positive work environment, including OHS compliance.

Key Relationships

- Statewide Operations Manager
- Executive Leadership Team
- Department of Environment, Land, Water and Planning
- North East Catchment Management Authority
- Goulburn Broken Catchment Management Authority
- Parks Victoria
- NRM agencies and public land managers
- Australian Government Department of Agriculture, Water and the Environment
- Traditional Owners and First Nations people of the area including Registered Aboriginal Parties
- Non-government environmental organisations and community groups
- Philanthropic organisations and individuals
- Covenantors and private landholders
- Volunteers and Committees of Management
- Members of the public

Knowledge and Experience

The successful applicant will have:

- Bachelors or Masters Degree in Science, Environmental Science, Natural Resource Management or a relevant discipline
- 5+ years of team management experience (environmental preferred)
- Experience in fostering and maintaining productive partnerships (environmental preferred)
- High level reporting and business administration experience
- Broad knowledge of natural resource management issues, preferably in Victoria
- Experience in the public and/or non-profit sector will be favourably considered.

Key Selection Criteria

- Advanced skills in networking, fostering and maintaining active relationships with partners, including NRM agencies, philanthropic organisations, corporate investors, and external stakeholders.
- High-level interpersonal and communication skills including the ability to negotiate innovative conservation partnership projects, and to communicate with a diverse range of stakeholders.
- Proven skills in project and/or program management, with a strong focus on reporting and financial administration.
- Excellent knowledge of conservation land management and protected area principles and practices.
- Proven experience and confidence in leadership and managing a team of technical staff or ecologists.
- Demonstrated problem solver with experience navigating to successful outcomes in a complex and unique environment.
- Demonstrated strong organisational skills with a confident aptitude for time and resource management, especially with multiple competing priorities.

Specific requirements for all positions at Trust for Nature

- National Police Check
- Current Victorian Driver's License
- Working with Children Check

Trust for Nature Values

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian Community. Our values are the foundation of our culture and guide how we work together, with our stakeholders, partners and the community. TfN's values form the acronym **CREST** – **Collaboration, Respect, Efficiency, Support** and **Trust**.

Health and Safety requirements

TfN is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how we do our work. In realising this commitment TfN complies with all relevant health and safety laws including the Occupational Health and Safety (OH&S) Act 2004 (with its associated regulations and codes).

Privacy Notification

TfN affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

Join a Workplace Based on Fair Employment

TfN offers fair employment and career opportunities where possible. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

Balancing your Life

We understand that life balance is an important part of our employees' lives. Wherever possible TfN offers a range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finish times, working part time, job sharing, working from home, and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Equal Opportunity Employer

TfN is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of TfN to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed in the role advertisement.

Other relevant information

- The terms and conditions of employment are similar to those applying in the Victorian Public Service and will be governed by the enterprise agreement applying to staff
- The incumbent will be required to undertake travel throughout North East Victoria
- TfN promotes a positive work environment, is an equal opportunity employer, values diversity in its staff and encourages learning and development
- The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements.