

Trust for Nature

Position Description



Position: Statewide Stewardship Support Officer

Program: Conservation

Location: Regional / Melbourne

Employment status: 0.6 FTE fixed term (6 months) with the opportunity to extend subject to funding

Remuneration: TFN Grade 3.1 + 10 % superannuation.

Reports to: Statewide Stewardship Coordinator

Introduction

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners. The Trust was established in 1972 to provide a way for people to donate money or land to protect native vegetation that is found on private properties across the State. We have since evolved into one of Victoria's primary private land conservation organisations, with several tools to help people protect biodiversity on their land.

Our Mission

We work collaboratively to protect nature on private land forever

Overall Position Purpose and Context

The Statewide Stewardship Support Officer is responsible for assisting in the administration and delivery of stewardship and conservation management services across Trust for Nature's covenants and reserves. The Statewide Stewardship Support Officer role sits within the Trust's conservation program area and reports to the Statewide Stewardship Coordinator. The position assist in the delivery of the statewide stewardship program as part of our core statutory responsibilities, administering the stewardship program on covenants and reserves, including contributing to the resolution of breaches and other management issues relating to covenants and reserves; covenantor engagement; and the collection of data. These functions are implemented through collaboration across the legal, regional, science, and commercial markets teams, and committees of management.

Key Relationships

- Statewide Stewardship Officer
- Legal Counsel and Paralegals
- Trust for Nature regional and conservation staff
- Conservation Science Advisor
- Senior Science Officer
- Finance team

Key Responsibilities

- Supporting the regional stewardship program including offset stewardship to ensure that stewardship commitments are met within resources and identifying areas for additional resources or improvement
- Supporting the preparation of management plans as part of new covenant agreements and existing covenant management plan reviews
- Assisting in the data collection and analysis for reports on stewardship program for internal committee meetings, management processes and Annual Report
- Assisting with breach resolution processes and input into landholder negotiations in conjunction with the Statewide Stewardship Coordinator, Legal team, Statewide Operations Manager and regional staff, including oversight of breach resolution processes and input into landholder negotiations.
- Assisting in receiving and processing annual landowner reports for offset covenants.
- Providing support to regional staff to engage with new landowners through the Change of Owner engagement program.

- Assist in maintenance of the conservation and stewardship data to high standard of consistency in the existing conservation database.
- Assist in the development of guidelines and training materials for recording all data including prospective covenants and production of management plans and other reports from Galaxias
- Contribute to development of new means of communicating more frequently with covenantors and CoMs (e.g. newsletters, updated website information relevant to conservation management)
- Assist in receiving and fact checking covenantor property information before placing a covenant for sale on the website

Knowledge and Experience (qualifications required, skills, knowledge, experience)

Statewide Stewardship Support Officer role requires the following skills and experience:

- An ecological or environmental background with minimum of 3 years' experience.
- Sound knowledge of conservation land management principles and issues relating to protection and management of native habitat
- Knowledge of legal and policy issues relevant to Victoria and or/the Trust's conservation program
- Experience working with stakeholders such as, landholders, committees of management, volunteers and other partners in NRM (e.g. CMAs, local government)
- Database management skills across a range of formats (Salesforce, Excel, other)
- Well-developed written and communication skills
- An understanding of ecological mapping techniques, including GIS

Key Selection Criteria

- Well-developed written and communication skills
- Demonstrated time management and prioritisation skills
- Demonstrated experience in database management
- Demonstrated ability in mapping using ArcMap or similar programs
- Demonstrated ability to engage and work with a range of community members including private landholders, committees of management and volunteers
- Working knowledge of the Victorian conservation or environment sector organisations, and current understanding of Victorian Government policies for permanent protection.

Specific requirements for all positions at Trust for Nature

- A National Police Check is required to be conducted as part of the selection process (for all non-Trust for Nature employees);
- A current Victorian Driver's License is desirable.
- A Working with Children check may be required.

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.

The Trust's values form the acronym **CREST** – **C**ollaboration, **R**espect, **E**fficiency, **S**upport and **T**rust.

Health and Safety requirements

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

Join a Workplace Based on Fair Employment

The Trust 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 the Trust 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

The Trust is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the Trust 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.

Privacy Notification

The Trust for Nature 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.

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 Trust staff;
- The incumbent will be required to undertake occasional travel throughout Victoria;
- The position is located at Level 5/379 Collins Street, Melbourne or in regional Victoria by negotiation
- The Trust 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. Changes to the Position Description will be consistent with the purpose for which the position was established.