

# ***Trust for Nature***

## ***Position Description***



**Position:** North East Area Manager  
**Program:** Regional Operations  
**Location:** North-East Victoria – Wangaratta or negotiable  
**Employment status:** Full-time (1.0 EFT) fixed term contract to 30<sup>th</sup> June 2018  
**Remuneration:** TFN Grade 4.1 \$79,637 plus 9.5 % superannuation  
**Reports to:** Regional Operations Manager

### **Our Mission**

We work collaboratively to protect nature on private land forever.

### **Overall Position Context**

Trust for Nature's statewide administrative structure comprises 5 Areas: South-West, North-West, Gippsland, North-East and South-Central. Reporting to the Regional Operations Manager, the Area Manager contributes to the Trust's Mission by having a lead role in the development and delivery of strategic partnerships, networks and conservation programs which advances statewide corporate and conservation goals of Trust for Nature. Area Managers will work closely with the Regional Operations Manager to develop and implement strategic projects and partnerships and provide oversight and reporting of all projects and staff matters within their Area. The Area Manager will also work collaboratively with other Area Managers in the delivery of Trust for Nature programs and funded projects. They will provide oversight of regional staff and ensure that staff conduct their work safely and productively.

The Area Manager'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 will require the cultivation of active relationships with new and existing funding partners to expand delivery of the Trust's statewide corporate and conservation goals and to oversee the delivery of conservation and corporate programs across their Area.

### **Key Responsibilities**

The Area Manager will have responsibility for:

- fostering and maintaining partnerships with other NRM stakeholders working in the same Area,
- designing and developing collaborative conservation projects that contribute to the delivery of Trust for Nature's statewide conservation plan, strategic plan and business plan,
- provide leadership, guidance and direction to regional staff, ensuring quality of project delivery,
- liaising between senior management and regional staff to coordinate resource allocation and on-ground delivery of multiple projects and programs within the Area,
- financial administration including budget tracking for multiple concurrent projects,
- completing milestone reporting and acquitting service level agreements, and
- ensuring work activities and practices are compliant with TfN's policy and procedures, and resolving issues of non-compliance.

The Area Manager will be assisted by key regional staff in:

- delivering Trust for Nature's statewide conservation plan, strategic plan and business plan,
- implementing Trust for Nature's conservation covenant program,
- the management of Trust-owned reserves for conservation, including facilitating implementation of policy and guidelines for volunteer Committees of Management, and
- ensuring a safe, productive and positive work environment, including OHS compliance.

## Key Relationships

- Trust for Nature Regional Operations Manager, and executive team
- Trust for Nature regional staff
- Department of Environment, Land, Water and Planning, North East Catchment Management Authority, Goulburn Broken Catchment Management Authority, and other NRM agencies and public land managers
- Australian Government Department of Environment and Energy
- Traditional Owners 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:

- A Bachelor's or Master's Degree in Science, Environmental Science, Natural Resource Management or a relevant discipline;
- At least 10 years of environmental project management experience;
- Experience in fostering and maintaining productive partnerships in the environmental sector;
- Broad knowledge of natural resource management issues, preferably in Victoria; and
- 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 management, with a strong focus on reporting and financial administration.
- Excellent knowledge of conservation land management principles and practices.
- Proven experience managing a team of technical staff or ecologists.
- Demonstrated problem solver with experience navigating to successful outcomes in a complex and unique environment.
- Confident aptitude for time management, especially with multiple competing priorities.
- Sound understanding of landholder incentive programs or market-based mechanisms relating to conservation practices.

## Specific requirements for all positions at Trust for Nature

- A National Police Check is required to be conducted as part of the selection process;
- A current Victorian Driver's License is required.

## 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 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).

## Privacy Notification

The Trust for Nature requires personal information and documents relevant to your employment. The collection and handling of this information will be consistent with the requirement of the Information Privacy Act 2000.

## 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 15-21 Ford St, Wangaratta.
- 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 PD will be consistent with the purpose for which the position was established.