

# ***Trust for Nature***

## ***Position Description***



<b>Position:</b>	Conservation Officer – North East region
<b>Program:</b>	North East region
<b>Location:</b>	The position is within the Northeast and Goulburn Broken catchments with the office location in Wangaratta
<b>Employment status:</b>	Full time position (1.0 EFT) Fixed term contract until 30 <sup>th</sup> June 2019 with potential to extend subject to funding confirmation
<b>Remuneration:</b>	TFN Grade 2.2, \$58,831 to \$64,997 plus 9.50 % superannuation (plus car travel-costs based on RACV rates if required)
<b>Reports to:</b>	Area Manager – North East Area

### **Our Mission**

We work collaboratively to protect nature on private land forever.

### **Position summary**

The Conservation Officer will be part of the North East Area regional team responsible for delivering strategic conservation actions in the region

The Conservation Officer will be responsible for the delivery of the area stewardship program and will also assist in delivery of regional projects and covenants as required.

### **Position Context**

The Conservation Officer undertakes the responsibility of carrying out stewardship visits and providing management advice for registered covenants and Trust for Nature owned properties in the region. The position will also assist in the delivery of strategic projects including site assessment and establishing new covenant agreements, The position will operate in close consultation with the Area Manager who has overall responsibility for the development and implementation of the Covenant and Stewardship Program across the North East region.

### **Key Relationships**

Reporting to the Area Manager, the Conservation Officers key work relationships are with:

- Trust for Nature regional and conservation staff members;
- Landowners;
- Volunteers;
- Partner organisations; NECMA, GBCMA, DELWP & Parks Victoria.

## Position Accountabilities

The primary accountabilities of the role include:

### Conservation Management and Monitoring – Stewardship Program

- Develop and maintain effective working relationships with covenantors
- Undertake scheduled site visits to covenanted properties and targeted site visits.
- In collaboration with the landowners, compile management plans for covenanted properties.
- Undertake site assessments using specific methodologies and record data.
- Apply existing protocols to evaluate management strategies on covenanted properties.
- Report and document activities undertaken under the Stewardship Program.
- Liaise with key personnel from partner agencies and with other stakeholders.
- Provide technical advice on management of native vegetation communities.
- Assist with site restoration trial set up and monitoring.
- Deal with breaches of covenants in conjunction with the Stewardship Coordinator and Area Manager.

### Regional Project Delivery

- Undertake general and targeted extension as part of the Regional Base Funding Program.
- Conduct site assessments, process covenant registration and develop property management plans for new covenants within project areas.
- Oversee the implementation of works related to incentive payments according to guidelines and regional priorities.
- Create basic site maps using a GIS platform.
- Undertake on-ground works monitoring in accordance with best practice management
- Support the delivery of Field Days in association with major partners.

### Community Engagement

- Attend field days as required;
- Attend partner delivery meetings;
- Develop partnerships with landholders and the communities;
- Media support such as press releases and gathering information for social media posts.

### Reporting and other activities

- Assist with project reporting;
- Attend regional and state Trust for Nature meetings;
- Assist with the stewardship program and management plan development as required.

## Knowledge and Experience

The role of Conservation Officer requires a technical and generalist understanding of issues relating to the protection and management of native habitat. A demonstrated ability to communicate effectively, both orally and in writing, and a capacity to establish a good working relationship with landholders are considered critical to achieving conservation gains on private lands. An understanding of the policies, roles and services provided by other government and non-government agencies is essential.

## Key Selection Criteria

The Conservation Officer role requires the following skills, knowledge and experience:

1. Degree or Diploma in Environmental Science, Land Management or related discipline, or alternatively through lesser formal qualifications in conjunction with relevant work skills, or through relevant experience;
2. Good general skills in native plant and animal identification and a sound understanding of ecological principles and experience in natural resource management;
3. Develop and maintain good working relationships and works effectively as a team member;
4. Good interpersonal, written and verbal communication skills and ability to communicate with a wide range of staff and members of the public to achieve positive outcomes;
5. Demonstrated skills and experience with report writing, GPS, GIS software, database management etc
6. Demonstrated understanding and knowledge of specific Occupational Health & Safety practices and procedures applicable to the role, including risk minimisation strategies;
7. Demonstrated ability to independently manage time and set priorities

## Terms and Remuneration

TfN Grade 2.2 plus 9.50 % superannuation. Salary range \$58,831 to \$64,997 pa (dependent on qualification and experience). This is a full time position 1.0 EFT

## Position specific requirements

- A National Police Check is required to be conducted as part of the selection process (for all TfN employees);
- A current Victorian Driver's License is required;
- A working with children check and first aid certificate would be good to have

## Specific 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 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.