

Trust for Nature

Position Description



Position: North East Area Manager

Program: Regional Operations

Location: North-East Victoria – Wangaratta or negotiable

Employment status: Full-time or part-time (negotiable) fixed term contract to 30th June 2021

Remuneration: TFN Grade 4.1 \$84,527 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 and contribution to the Trust's Statewide leadership team. The position will require the cultivation of active relationships with new and existing funding partners to leverage funding opportunities and 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 effective partnerships with other NRM stakeholders working in the North East Area,
- seeking and negotiating funding from various NRM related programs, both State and Federal, either directly or through partners and designing and developing collaborative conservation projects, that contribute to the delivery of Trust for Nature's statewide conservation plan, strategic plan and business plan,
- providing leadership, guidance, motivation and direction to regional staff, ensuring a productive workplace and quality of project delivery,
- ensuring that North East Area staff, contractors and volunteers have a safe work place,
- liaising between senior management and regional staff to coordinate resource allocation and works programming 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 Trust's statewide Regional Operations leadership team; 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 North East Area program or works as aligned with the statewide conservation plan, strategic plan and business plan,
- implementing Trust for Nature's conservation covenant and stewardship 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, executive team and staff
- Department of Environment, Land, Water and Planning, North East Catchment Management Authority, Goulburn Broken Catchment Management Authority, Parks Victoria, 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 managing staff and business administration;
- 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 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.
- 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.
- For this role a Working with Children Check is 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 – 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 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 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

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.

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.

