

Trust for Nature

Position Description



Position: Senior Conservation Officer

Program: Regional Operations

Location: Bairnsdale

Employment status: 0.8 FTE; Fixed term contract of 1 year with potential to extend subject to funding confirmation

Remuneration: TfN Grade 3.1 plus 9.5 % superannuation (Salary range: \$66,416-\$73,531) pro-rata (plus car travel costs based on RACV rates if required)

Reports to: Gippsland Area Manager

Our Mission

We work collaboratively to protect nature on private land forever.

Overall Position Context & Accountabilities

The Senior Conservation Officer position reports to the Area Manager who has overall responsibility for the delivery of Trust for Nature's conservation programs in that area. The Senior Conservation Officer will:

- coordinate delivery of regional conservation projects and ensure quality and timely outputs, and contribute to budget management and reporting;
- deliver targeted covenant and stewardship visits within the region as part of the delivery of core Trust for Nature programs, including promotion of the covenanting program, site assessments, establishing new covenant agreements and compile management plans for habitat on private land;
- assist in the delivery of regional projects and on ground works;
- maintain and foster relationships with funding partners, project partners and the broader NRM community, including covenantors and private landholders;
- contribute to delivery of other Trust for Nature services as directed, including commercial covenants, input into policy and procedure development, organisation of TfN events and promotional activities, support for volunteers;
- this role may also supervise volunteers or contractors, where applicable;
- support the Area Manager and undertake any additional tasks as requested by the Area Manager or Regional Operations Manager

Key Relationships

- Internal
 - Gippsland Area Manager
 - Gippsland Area team members
 - Regional Operations Manager (ROM)
- External
 - Catchment Management Authorities
 - Parks Victoria
 - Department of Environment, Land, Water and Planning
 - NGO partners
 - Private landholders including covenantors

Knowledge and Experience

- Established experience in applied ecology and conservation management, relevant to Victoria;
- Relevant IT knowledge and experience, particularly Microsoft Office suite (includes ARC GIS, Access, Word, Excel, Powerpoint);
- Established experience in writing reports and project applications;
- Experience in working safely in a team environment, both in the office and field.

Key Selection Criteria

- High level of interpersonal skills and a demonstrated ability to work effectively with staff to achieve positive outcomes;
- High level of skills in successful engagement and facilitation of diverse groups of private landholders, other community stakeholders, environment industry professionals, volunteers and contractors;
- Demonstrated skills in the identification of Victorian flora and fauna, both native and introduced;
- Sound knowledge of and experience in the management of native vegetation, such as weed management, revegetation, ecological thinning, ecological burning, erosion control, grazing etc.
- Strong ability to independently manage time across multiple concurrent tasks and respond to changing priorities;
- Competency in the preparation of professional reports, and other formal documents;
- Competency in project delivery, including monitoring financial status and contributing to reporting requirements in particular arc mapping experience;
- Demonstrated skills and experience with GPS, GIS software, database management etc.

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 required.
- A working with children check and first aid certificate would be good to have

Specific Health and Safety requirements

Trust for Nature 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).

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 for Nature staff;
- The incumbent will be required to undertake occasional travel to Melbourne;
- The position is located at 159 McLeod St Bairnsdale;
- 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.

For more Information Contact: Robyn Edwards, robyme@tfn.org.au

Applications to: recruitment@tfn.org.au by 3 December 2018