

Trust for Nature

Position Description



Position: Senior Conservation Officer
Program: Regional Operations
Location: Based in Castlemaine but work focus is the Mallee area
Employment status: 1 FTE – 12 month contract (1 June 2019 – 31 May 2020)
Remuneration: TfN Grade 3.1 plus 9.5 % superannuation.
Reports to: North West Area Manager

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 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, and compile management plans for habitat on private land;
- 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 and management of Trust for Nature reserves;
- this role may also supervise volunteers or contractors, where applicable; and,
- support the Area Manager and undertake any additional tasks as requested by the Area Manager or Regional Operations Manager.

Key Relationships

- Internal
 - North West Area Manager
 - North West Area team members
 - Regional Operations Manager (ROM)
- External
 - Catchment Management Authorities
 - Parks Victoria
 - Department of Environment, Land, Water and Planning
 - Traditional Owners
 - 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 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;
- 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;
- Demonstrated skills in the identification of Victorian flora and fauna, both native and introduced;
- Sound knowledge of in the management of native vegetation, including weed management, revegetation, ecological thinning, ecological burning, erosion control, grazing etc.
- 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 would be desirable.

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

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).

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 for Nature staff;
- The incumbent will be required to undertake regular travel throughout North West Victoria;
- The position is located in Castlemaine but the work focus will be in the Mallee area;
- 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.