



BUSH HERITAGE
AUSTRALIA

Position description

POSITION TITLE	Field Officer - Tarcutta
ROLE GRADE	6
REMUNERATION	\$60,000 - \$64,000 - inclusive of 9.5% superannuation
COST CENTRE	South East
LOCATION	Tarcutta Hills
DATE REVIEWED	July 2019
POSITION BASIS	3-year fixed term contract Part time 0.5 FTE (19 hours per week - flexible)

Introduction

Bush Heritage Australia is a national non-profit organisation that buys and manages land to protect our irreplaceable landscapes and our magnificent native species forever.

We buy land that has outstanding conservation values and reconnect fragmented landscapes to protect habitat for wildlife. Bush Heritage works across 19 priority landscapes and owns 44 reserves. In addition, we partner with Aboriginal people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 8.86 million hectares, protecting more than 6000 native species and at least 239 endangered species.

Established in 1991, Bush Heritage has around 30,000 supporters Australia-wide and an annual operating budget of over \$20 million. We are primarily funded by donations from individuals and philanthropic sources.

Our culture is characterised by a collaborative and supportive approach, with a strong commitment to safety and professional development.

Our values are:

Conservation: Conservation impact is essential. Our decisions are informed by best available science and evidence;

Culture: We respectfully engage with Traditional Owners of the land, and recognise Aboriginal culture, connection to Country and traditional knowledge. Working together and applying two-way science leads to greater understanding and better conservation outcomes;

Collaboration: Collaboration, pragmatism and innovation are essentials. We listen to and respect each other, finding creative solutions together;

Community: The broad Bush Heritage community underpins our success. By engaging with and within communities around Australia we achieve so much more than we could working alone; and

Safety: Our people's wellbeing and safety is critical.

CEO and the Board

Heather Campbell is Bush Heritage's Chief Executive Officer. The Board Chair is Chris Grubb, and Directors include leading Australians from business and commerce, government, non-government and private sectors, conservation and science. Bush Heritage demonstrates a strong commitment to Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

Direction and guidance for this position

Reporting to the Reserve Manager, the Field Officer is responsible for fulfilling the responsibilities associated with this position. As a self-starter, it is expected that the incumbent will contribute towards improving the effectiveness of conservation and other related systems being managed including the development of new systems where required.

In applying for this position, applicants should address the criteria set out in the 'Qualifications, skills and selection criteria' of this position description. Failure to address those criteria will likely preclude the applicant from consideration for the role.

Position summary (background)

The Field Officer will work with the Reserve Manager to ensure the day to day management of the Reserve meets the goals of the Reserve Management Plan and Bush Heritage. Reserve-based staff will manage and work in collaboration with non-reserve staff to contribute to the operation of the reserve.

Specifically, it is expected that the incumbent will have relevant work experience and hold required certification (or willing to acquire formal qualifications) in the following areas:

- Chemcert – agricultural chemical user accreditation and proven experience with backpack and motorised units
- 1080/Pindone authorisation and experience
- Firearms licence and experience in feral animal management
- First aid certificate and basic field safety training
- 4WD and recovery training and experience
- Tractor and backhoe operations and experience slashing, auguring, track repairs and maintenance
- Plant and animal identification, pest, weed management and threatened species
- Project management, volunteer supervision and basic administration plant identification, vegetation survey, nursery production and seed collection
- Integrated pest management practices
- Data collection, basic mapping and outcomes-based reporting
- Small engine operation, maintenance and repair
- Revegetation techniques
- Fencing

Key responsibilities and duties

Under direction from the Reserve Manager, the Field Officer is responsible for assisting with the day to day management of the Reserve including:

1. Land management skills and on ground works
2. Comply with and ensure volunteers understand and follow all health, safety and environment directions
3. Implementation of the Reserve Management Plan, including but not limited to revegetation, pest animal, weed control and soil conservation programs

4. Participation in incident control particularly volunteer accident and fire management
5. Undertake and assist with infrastructure development projects including repairs and maintenance of fences, sheds, native plant nursery, roads, plant and equipment
6. Supervise contractors and volunteers and support reserve inductions, tours and field days
7. Build relationships with the broader community including neighbouring landholders, Traditional Owner communities and other stakeholders
8. Undertake patrols and inspections throughout the reserve
9. Assist in reporting, reviewing and updating the Reserve Management Plan
10. Undertake approved formal and informal training (including on-the-job training)
11. Other duties as required from time to time consistent with the position and grade

Qualifications, skills and selection criteria (used to assess your application)

Essential

- Commitment and passion for nature conservation and the objectives and values of Bush Heritage
- Demonstrated and practical work experience in land management and natural resource management
- Demonstrated experience in health and safety risk assessment procedures and requirements in a rural environment
- High level of physical fitness to undertake required manual activities
- Ability to undertake practical skills relating to nursery, infrastructure, plant and equipment maintenance
- Demonstrated ability to work both independently and as a team member under both direct and remote supervision
- Ability to collaborate, work well with and supervise staff, volunteers, visitors and contractors
- Ability to communicate well in both written and oral forms,
- Experience working with volunteers.
- Experience working in remote areas or have the ability and resilience to work in remote areas
- Current drivers' licence with 4WD experience, first aid certificate, rural chemical user ACDC, tractor operations and plant identification skills.

Desirable

- Certificate in conservation, land management and/or parks management
- Work experience in the environmental and or horticultural industry such as revegetation, nursery operations, national park or wildlife management.

Key outcomes for the role

- Maintenance of reserve's assets and infrastructure
- Active role on the management, maintenance and measurement of reserve's conservation values
- Positive Bush Heritage profile and relationship development with the local and broader communities
- Compliance in Health and Safety requirements

Policies and work place practices

Bush Heritage people and managers are responsible for and commit to:

- Using and ensuring adherence to Bush Heritage’s values, policies and work-place practices;
- Ensuring Health, Safety and Environment compliance, acting and encouraging others to act in a healthy and safe manner; and
- Maintaining a team-oriented environment, managing and developing staff, and valuing diversity.

Position relationships

Position title of manager	Reserve Manager
Position titles which also report to manager	Field Officer
Titles of positions that report to this position	Volunteers Contractors
Key internal relationships	Volunteer Coordinator Ecologists Reserve Managers Healthy Landscape Managers
Key external relationships	Traditional Owners, Volunteers, Contractors, Government and non-Government agencies, Corporate and Community representatives and neighboring landholders

Position Structure

