

# Position Description

<b>POSITION TITLE</b>	Senior Research Officer
<b>DEPARTMENT</b>	Conservation
<b>REPORTS TO</b>	Wildlife Manager
<b>DIRECT REPORTS</b>	1
<b>SALARY</b>	Scale 5
<b>WORKING ARRANGEMENT</b>	Roster Pattern –5- Day Monday to Friday. Hybrid – a blend of in-office and remote work
<b>REVIEWED</b>	June 2024

## OUR ORGANISATION

As a leading conservation and sustainable tourism organisation, we are privileged to manage over 1,805 hectares of reserves, wetlands, and woodlands across Millowl, and recognise that many of these areas hold deep cultural and spiritual significance for Aboriginal people.

Our employees undertake a range of duties across multiple, diverse disciplines and our culture promotes:

- Positive and interactive working environment where team members collectively strive for the organisation's ongoing success.
- Diversity and inclusion and respect each other's diverse skills, experience and backgrounds
- Fostering a safe and inclusive culture for all including Aboriginal and Torres Strait Islander Peoples, people with disabilities, people that identify as LGBTQIA+, and disadvantage groups.
- Flexible work arrangements for our team, including during pregnancy, for parents, carers, people with disabilities, and team members impacted by family violence.

Through our Reconciliation Action Plan, we acknowledge the true history and their continued connection to place as we work and walk together.

The Nature Parks is a child safe environment and have zero tolerance for child abuse and together work to protect children from all forms of harm.

## Our Purpose

*Why we are here*

To protect nature for wildlife and inspire people to act

## Our Vision

*What we want to be*

A place where conservation and ecotourism excellence inspire people to actively protect the environment

## Our Values

*How we make choices*

### NATURE CONSERVATION IS PARAMOUNT

- Guided by Bunurong
- Evidence based to inform decisions
- Choose most sustainable
- Consider impact on nature first

### ENGAGING EXPERIENCES

- Authentic and natural
- Welcoming and inviting
- Creative, fun and inspiring
- Act with understanding sensitivity

### FUTURE FOCUSED

- Plan and think strategically
- Take initiative and be responsive
- Embrace change, flexible thinking and adaptable in our actions

### DELIVERING OUTCOMES TOGETHER

- Build strong partnerships based on trust, openness and transparency
- Deliver on our promise
- Encourage dialogue and feedback
- Empowered to work with others
- Foster culture of inclusion and safety

Little Wonders  
PENGUIN  
PARADE



Antarctic Journey  
NOBBIES OCEAN  
DISCOVERY



Bushland Escape  
KOALA  
CONSERVATION  
RESERVE



Time Unwinds  
CHURCHILL  
ISLAND

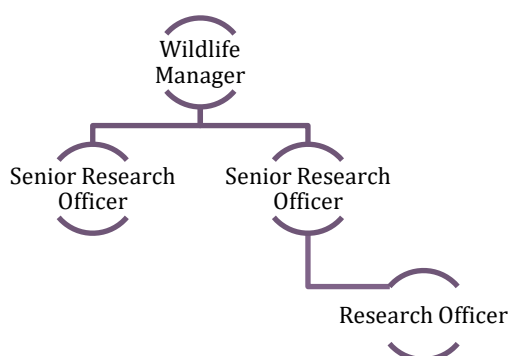




## POSITION PURPOSE

This advanced technical role offers an opportunity to ignite your passion for research within the Nature Parks. Working with the Conservation team, you will assist with priority research programs informing best practices for conserving our natural environment. You will lead specialised fieldwork, supervise research officers and train research students, coordinate data collection and science communication, and maintain information systems. This role will foster collaboration with Traditional Owners and stakeholders, contribute to the Conservation Vision-*Beyond the Horizon* and the 5-year Conservation Plan strategies. If you are a passionate researcher with a desire for discovery, unlock your potential in a supportive, innovative environment committed to preserving the natural values of Phillip Island.

## DEPARTMENT STRUCTURE



## JOB SPECIFICATION

### KEY DUTIES AND RESPONSIBILITIES

#### Research fieldwork

- Collaborate across the Conservation Department to deliver priority wildlife programs
- Coordinate and conduct research and monitoring activities
- Employ highly-specialised fieldwork procedures and zoological field techniques
- Oversee the management of field equipment, including servicing, auditing, and procurement
- Assist with the organising, counting, marking & monitoring of key species
- Report on environmental management initiatives, such as weed control and habitat maintenance.
- Manage the collection, preservation, and storage of diverse biological materials
- Support data visualisation and statistical analyses as requested

#### Database Maintenance

- Collect, collate and analyse project data, maintaining multiple databases
- Collate and validate data from various groups and students
- Maintain accurate records of work and/or project
- Collaborate with Data Analyst and GIS Officer to improve data collection and validation

#### Training and Volunteer/Student Supervision



- Conduct training programs for staff, students, interns and volunteers in wildlife handling, fieldwork, technical and database advice
- Provide training on wildlife monitoring, capture, handling and other procedures
- Participate with priority research programs with external stakeholders, as required

### **Emergency Wildlife Response**

- Advise stakeholders on animal welfare and emergency wildlife response.
- Support Nature Parks' infrastructure plans, ensuring excellent welfare outcomes for wildlife.
- Coordinate and update the Emergency wildlife response procedures as required.

### **Communications**

- Reporting to internal and external stakeholders
- Contribute to scientific reports and program updates, license and permit applications
- Contribute to scientific papers and communicate advancements in technical knowledge
- Present findings to various audiences
- Maintain engagement with colleagues and stakeholders
- Offer technical advice for research project design, implementation, and interpretation
- Provide support to other internal departments, as required.

### **Finance**

- Purchasing goods and equipment within budgets, manage quotes for goods, requisitions and orders
- Assist with grant applications

## **WORKPLACE EXPECTATIONS**

- Behave in a way that demonstrates our values, organisational workplace behaviour and code of conduct
- Proactively engage in learning and development, meetings and maintaining up to date knowledge of activities and events occurring across all areas the Nature Parks
- Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers)
- Promote child safety at all times, report and follow child safety processes

## **LEADERSHIP**

- Display the values and behaviours that enhance individual performance, promote a productive team environment, and foster a culture of safety and inclusion.
- Establish and sustain professional connections with colleagues and stakeholders throughout the organization to facilitate collaboration and cooperation between departments.
- Enhance growth and development of individuals through on the job training, experience, and mentoring/coaching opportunities
- Educate and enhance employee learning about policies, procedures and relevant legislations, including child safety
- Facilitate the reporting of any incidents, inappropriate behaviour or suspicious activities,
- Promote the assessment of risks within the employee's area of responsibility, and take steps to minimize or eliminate identified risks to the greatest extent possible



## KEY SELECTION CRITERIA

### EXPERIENCE, KNOWLEDGE AND SKILLS

#### Experience

- Relevant tertiary qualification with Honours in Ecology/Zoology, or a related field, and/or equivalent relevant work experience with minimum three years' experience in a similar role
- Proficiency in fieldwork, especially in seabird habitats
- Proven skills in wildlife capture and handling, including little penguins
- Experience in zoological techniques, such as blood sampling, electronic transponder injection and bio-logger deployment
- Strong data and database management skills
- Ability to work independently in the field and in remote locations
- Strong report writing and leadership skills
- Knowledge of camera traps, UAVs, acoustic monitoring, automated stations, and genetic sampling.
- Proficient in computer skills, including Office 365 and SharePoint.
- Understanding of statistical analysis and data visualisation techniques.

#### Knowledge and Skills

- Experience coordinating and training volunteers, students and staff in with wildlife
- Understanding of statistical analysis techniques, including data visualisation tools
- Ability to review and apply for permits and Animal Ethics applications.
- Proficiency in GIS software and remote sensing for spatial analysis.

#### Personal Capabilities

- Strong oral and written communication and interpersonal skills.
- Problem-solving abilities and adaptability to unexpected challenges
- Commitment to continuous improvement and adapting to change
- Willingness to work flexible hours, including evenings, early mornings and weekends

### OTHER REQUIREMENTS

Commence employment with Nature Parks and maintain current at all times.

- Working with Children Check
- Current Manual Drivers' Licence
- First Aid Level II and CPR

## WORKING CONDITIONS

	<b>Low</b> < 5Kgs and/or < 2 hours duration	<b>Moderate</b> 5-10Kgs and/or 2-6 hours duration	<b>High</b> > 10kgs and/or 6-8 hours duration
Working in an outdoor environment			✓
Sitting			✓
Standing		✓	
Walking (including over rough terrain or stairs)			✓
Squatting / Kneeling / Bending / Twisting		✓	
Pushing / Pulling / Lifting / Carrying / Reaching		✓	



Computer usage (Keyboard/mouse/tablet)			✓
Use tools (Shovels, hammers, and motorised hand tools)	✓		
Operate machinery (Chainsaws, Tractors, and All Terrain Vehicles)	✓		