

# Position Description

<b>POSITION TITLE</b>	Senior Ranger - Reserves
<b>DEPARTMENT</b>	Conservation
<b>REPORTS TO</b>	Reserves Manager
<b>DIRECT REPORTS</b>	3
<b>SALARY</b>	Salary 5
<b>WORKING ARRANGEMENT</b>	Monday to Sunday, including evenings, weekends, public holidays and special events.
<b>REVIEWED</b>	January 2024

## OUR ORGANISATION

As a leading conservation and sustainable tourism organisation, we are privileged to manage over 1,982 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.

## POSITION PURPOSE

In line with the five-year Conservation Plan and in consultation with the Conservation Department leadership team, the Senior Ranger – Reserves, will prioritise, plan and lead the implementation of a broad range of projects that protect and enhance the environmental and cultural values across the Nature Parks and Millowl, more broadly, whilst maintaining a positive and safe visitor experience.

This is a diverse, hands-on role that will work collaboratively with other Conservation Department team members to implement a range of projects. More specifically, fire and emergency management will feature strongly in this role.

## 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

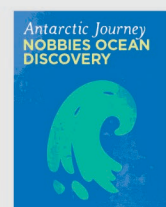
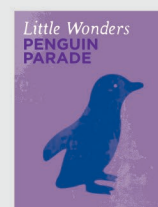
- Authentic and natural
- Welcoming and inviting
- Creative, fun and inspiring
- Act with understanding sensitivity

### FUTURE FOCUSED

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

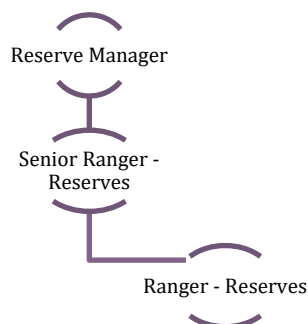
### DELIVERING OUTCOMES TOGETHER

- 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





## DEPARTMENT STRUCTURE



## JOB SPECIFICATION

### KEY DUTIES AND RESPONSIBILITIES

- Prioritise, plan and lead the implementation of a broad range of projects that protect and enhance the environmental and cultural values across the Nature Parks and Millowl, more broadly, whilst maintaining a positive visitor experience.
- Lead and implement the Nature Parks fire management program, including:
  - vegetation management,
  - planned burning,
  - preparedness and response capability
  - staff skills maintenance and development
- Ensure compliance with relevant legislation and internal policies and procedures are implemented and reviewed regularly.
- Participate in compliance activities including regular patrols and monitoring of permit/license holders to ensure they abide by licence conditions, determinations and regulations.
- Maintain currency or knowledge of legislation relevant to Crown Land management as related to the role.
- Implement a Monitoring, Evaluation, Reporting and Improvement framework for the delivery of key portfolios.
- Facilitate the coordination, induction, training and supervision of staff, students, interns and volunteers, associated with Reserve Management programs.
- Participate in wildlife rescue programs, surveys and emergency response and training as required e.g., Short-tailed Shearwater
- Facilitate the communication within the Nature Parks to ensure reserve management goals and achievements are highlighted
- Develop and foster partnerships with the local community, government and non-government agencies, as required.
- Aid public and media pertaining to reserve management initiatives, including preparation of press releases.
- Contribute to budget development processes and ensure reserve management programs are completed on time and within budget
- Internal and external reporting as required.
- Seek and contribute to the development of grant funding opportunities, as required.



### 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 of 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

- A proven ability to pro-actively plan, co-ordinate, implement, monitor and evaluate conservation and land management programs.
- A proven ability to procure and manage external contractors from project inception to completion.
- Qualifications and experience in fire and emergency management, preparedness and response on public land.
- A sound understanding of habitat restoration principles and practices.
- Sound leadership skills including the ability to train and mentor staff
- Highly developed communication and interpersonal skills including writing, analytical and reporting skills
- Ability to work within a team environment and form good working relationships with internal and external stakeholders.

#### Desirable:

- Qualifications and experience in environmental compliance and enforcement activities
- Demonstrated experience in the use of GIS applications in conservation and land management programs.
- Experience in the operation and maintenance of a wide range of plant and equipment associated with reserve management.

### OTHER REQUIREMENTS

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



- Relevant tertiary qualification in Environmental Science/Natural Resource Management (or equivalent) and/or relevant field experience
- General Firefighter and Crew Leader qualification or higher such as Operations Officer or Planned Burn Operations Officer
- A current Manual driver's licence
- Working with Children Check
- First Aid Certificate Level 2 and CPR
- Willingness to undertake a medical and fitness test to carry out fire management activities.

## 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)		✓	
Drive a vehicle (manual)		✓	

## AGREEMENT

I have read and understood the above position description and I agree to the work in a manner that aligns with the specifications outlined.

I declare that I have no health, medical or other restriction that would affect my ability or capacity to undertake these duties in a safe manner.

**Name:**

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**Signature:**

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**Date:**

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