

Trust for Nature

Position Description



Position: Senior Conservation Officer

Program: Regional Operations

Location: Bairnsdale

Employment status: 0.8 FTE; Fixed term to 1/03/2022

Remuneration: TfN Grade 3.1 plus 9.5 % superannuation pro-rata (FTE Salary \$72,012)

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:

- Implement delivery of the regional conservation project *Supporting Communities & Habitat in Fire Impacted Landscapes*, ensure quality and timely outputs, and contribute to budget management and reporting for the project;
- assist in the delivery of project on ground works through contractors and landholder agreements and monitor vegetation condition on covenanted properties and in engage landholders in the monitoring program
- maintain and foster relationships with funding partners, project partners and the broader NRM community, including covenanters and private landholders through project field days, webinars, and landholder engagement phone calls and site visits;
- deliver stewardship visits within the region as part of the delivery of the project and core Trust for Nature programs, including promotion of the program, site assessments, compile management plans for habitat on private land and data management in Salesforce;
- contribute to delivery of other Trust for Nature services as directed, including 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;
- undertake spatial reporting for projects and use of ArcGIS for management plan mapping and monitoring
- assist the Area Manager as required

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

- Qualifications and established experience in applied ecology and conservation management, relevant to Victoria;
- Relevant IT knowledge and experience, particularly Microsoft Office suite, ArcGIS, Salesforce;
- 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 skills in successful engagement of diverse groups of private landholders, Traditional Owners, community stakeholders, environment industry professionals, volunteers and contractors;
- Demonstrated skills and experience 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, pest control, erosion control, grazing management etc;
- Competency in project delivery, including monitoring financial status, independently managing time across multiple concurrent tasks and contributing to reporting requirements in particular ArcGIS mapping experience;
- Demonstrated skills and experience with GPS, GIS software, database management etc;
- Competency in the preparation of professional reports, and other formal documents.

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**.

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).

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.

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.'

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 occasional travel to Melbourne;
- The position is located at 159 McLeod St Bairnsdale; working from home in the Gippsland area may be required under COVID-19 restrictions;
- 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 position description will be consistent with the purpose for which the position was established.

For more Information Contact: Robyn Edwards – robyne@tfn.org.au - 0418 561 646

Applications to: recruitment@tfn.org.au by February 28th, 2021