

## Position Description

<b>Title:</b>	Conservation Officer
<b>Location:</b>	Northeast catchment with the office based in Wangaratta.
<b>Status:</b>	Part time 0.8 FTE
<b>Tenure:</b>	Fixed term - 12 months
<b>Salary:</b>	Grade 2.2 (\$63,788 – \$70,474 pro rata) plus 9.5% super
<b>Contact:</b>	Amelia Houghton – 0477 299 848

### Trust for Nature

Trust for Nature (TFN) is one of Australia's oldest conservation organisations, operating as non-profit under the *Victorian Conservation Trust Act 1972*. For nearly 50 years, TFN has been working in partnership with private landholders to protect over 65,000 ha of habitat on more than 1,400 properties through conservation covenants allowing private landholders to protect their land for conservation in perpetuity. Additionally, TFN owns and manages 44 conservation reserves across the state covering more than 35,000 ha.

### Position Summary

The Conservation Officer will be part of the North East Area team delivering strategic conservation actions in the region. The Conservation Officer will be responsible for supporting the Area Manager and team to deliver a range of programs and projects. The role requires an understanding of issues relating to the protection and management of native habitat, an ability to communicate effectively, capacity to establish good working relationships, and an understanding of policies, roles and services provided by other government and non-government agencies.

### Accountabilities

- Support the Area Manager and team to deliver programs and projects in the North East Area.
- Undertake on-ground works monitoring in accordance with best practice management.
- Provide technical advice on management of native vegetation communities.
- Develop and maintain effective working relationships with partners, landholders and the community.
- Undertake targeted extension with landholders.
- Undertake site assessments using specific methodologies and record data.
- Create basic site maps using GIS platform.
- Support the delivery of field days.

### Mandatory Requirements

- National Police Check
- Working With Children Check
- Victorian Driver's License

### Key Selection Criteria

- Degree or diploma in environmental science, resource management or similar discipline.
- Good general skills in native plant and animal identification and a sound understanding of ecological principles and experience in natural resource management.
- Strong communication skills with proven ability to develop and maintain good working relationships and work effectively as part of a team.
- Demonstrated skills and experience with report writing, GPS, GIS software and database management.
- Demonstrated experience of occupational health and safety practices and procedures.

## Trust for Nature Values

Our Collaboration, Respect, Efficiency, Support and Trust (CREST) 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 stakeholders, partners and the community.

## Health and Safety

TFN is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how we do our work. In realising this commitment TFN complies with all relevant health and safety laws including the *Occupational Health and Safety (OHS) Act 2004* (with its associated regulations and codes).

## Fair Employment

TFN 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.

## Life Balance

We understand that life balance is an important part of our employees' lives. Wherever possible, TFN offers a range of flexible arrangements to enable employees to balance 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 to help balance personal commitments with the demands of the role.

## Equal Opportunity

TFN is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is TFN policy to provide reasonable adjustments for people 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

TFN 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 TFN staff.
- TFN 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.

## Submission of Applications

Applications close by close of business 31 March 2021. Applications must include a cover letter, resume and a statement addressing the Key Selection Criteria. Applications must be submitted via email to:

[recruitment@tfn.org.au](mailto:recruitment@tfn.org.au)