Trust for Nature
Position Description

Position	Area Manager, South West
Department	Regional Delivery
Location	South West Area
Employment status	Full-time Ongoing
Remuneration	TFN Grade 5.1 + superannuation
Reporting line	Chief Operating Officer
Direct Reports	3

About us

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners.

Created in 1972 under the *Victorian Conservation Trust Act 1972 (Vic)*, Trust for Nature has a proud history of working across the government, not-for profit and private sectors to achieve permanent protection of important conservation land across Victoria. We have a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

Our Vision

A future in which Victoria's nature is valued, protected and thriving

Our Purpose

We work with Victorians to protect nature on private land forever.

About the role

This role is integral in the delivery of Trust for Nature's key conservation work in the South West area which includes the Glenelg Hopkins and Wimmera catchments. Reporting to the Chief Operating Officer, this role leads a small team to achieve more and better private land conservation across these catchments. The Area Manager is a Senior Leadership Team member, and plays an active role in supporting the organisation to achieve its strategic objectives.

The Area Manager's role is one of leadership and stakeholder management across the catchments. The position requires the cultivation of active relationships with new and existing funding partners to leverage funding opportunities and expand delivery of statewide corporate and conservation goals and to oversee the delivery of strategic conservation programs and projects. The role requires strong organisational skills, people management and performance management skills, conservation experience, service delivery experience, and stakeholder management expertise.

Key Responsibilities

The primary responsibilities of the role include:

- **Leadership and team management:** Lead a small team, providing guidance, motivation and direction, to ensure the effective delivery of core work within the area.
- **Oversight of delivery:** Oversee the timely and successful delivery of the team's workplan including projects within the Area. Take an active role in ensuring the delivery, including identifying and removing roadblocks for the team.
- **Stakeholder engagement:** Build and maintain positive relationships with external stakeholders, including Traditional Owners, agency partners, landholders, donors, contractors, and community groups. Represent TFN at partnership meetings and other forums, and Trust for Nature's strategic objectives.
- **Budget and resource management:** Have oversight of any area-level budgets, and ensure the area's resources are managed effectively.
- **Compliance and reporting:** Ensure compliance with policies, and procedures. Manages and reports on Area risks, issues, opportunities. Provide regular and accurate reports on program and project progress, outcomes, and financial performance to relevant stakeholders.
- **Strategic planning and development:** Contribute to the development of initiatives in the area, and work collaboratively with Executives and other areas to identify and apply for government grants, and philanthropic funds, for strategic projects. Contributes to partnership plans such as regional catchment strategies while promoting our strategic objectives of permanent protection.

- **Occupational health and safety:** Promote a safety culture in the team and ensure compliance with the OHS Management System

Key Relationships

- Executive Leadership Team
- Area Managers
- Senior Management Team
- Regional staff
- External stakeholders
- Landholders
- Other key stakeholders

Knowledge, Skills and Experience

- **Biodiversity conservation expertise:** strong understanding of conservation principles and practices, with ability to translate these into strategic documents, and project proposals. Knowledge should be complemented with a formal qualification such as a degree in environmental science, natural resource management, or similar.

- **Local knowledge and understanding:** strong understanding and relationships within the Area, with preference provided to candidates who have lived and worked extensively within the region.
- **Leadership and team management:** Demonstrated leadership skills and experience managing teams, performance managing, and an ability to align teams to organisational strategy, foster collaboration and create a positive work environment, and leading teams through change.
- **Project/program management:** Experience managing projects/programs, including scoping, grant writing, negotiation, planning, implementation, budget management, variations, delivery, and evaluation.
- **Stakeholder engagement and partnerships:** Proven ability to engage with stakeholders at all levels to achieve biodiversity outcomes at scale.
- **Occupational health and safety:** Understanding of OHS legislation, regulations and standards in Victoria. Experience leading a team of people to work safely and in line with an organisation's OHS system.
- **IT skills:** Possess relevant IT skills, particularly Microsoft Office suite, Salesforce, and GIS Software.

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 are;

- **Nature** - we really really love nature!
- **Forever** – we think long term
- **Together** – we work collaboratively and with care

Specific requirements for this position

- A National Police Check is required to be conducted as part of the selection process.
- A Working with Children Check is required to be held as part of the selection process.
- The position requires travel throughout Victoria, therefore a current Driver's Licence is necessary, and a car suitable for field work is preferrable

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.

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.

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.

Privacy Notification

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* (Vic).

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 staff;
- The position is located in the South West area, with travel throughout the Glenelg Hopkins catchment and Wimmera catchment required.
- The role also requires regular travel to Trust for Nature's Melbourne CBD office, once every 1-3 months on average.

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.