



Position description

POSITION TITLE	Healthy Landscape Manager
ROLE GRADE	9
COST CENTRE	Regional Executive
LOCATION	South Australia
DATE REVIEWED	January 2020
POSITION BASIS	Full Time 1.0 FTE ongoing

Introduction

Bush Heritage Australia is a national non-profit organisation that buys and manages land to protect our irreplaceable landscapes and our magnificent native species forever.

We buy land that has outstanding conservation values and reconnect fragmented landscapes to protect habitat for wildlife. Bush Heritage works across 19 priority landscapes and owns 37 reserves. In addition, we partner with Aboriginal people and agricultural landowners to achieve conservation outcomes. Currently, Bush Heritage is working across more than 11.3 million hectares, protecting more than 6000 native species and at least 243 endangered species.

Established in 1991, Bush Heritage has around 30,000 supporters Australia-wide and an annual operating budget of over \$20 million. We are primarily funded by donations from individuals and philanthropic sources.

Our culture is characterised by a collaborative and supportive approach, with a strong commitment to safety and professional development.

Bush Heritage Australia acknowledges the Aboriginal traditional owners of country.

Our values are:

Conservation: Conservation impact is essential. Our decisions are informed by best available science and evidence;

Culture: We respectfully engage with Traditional Owners of the land, and recognise Aboriginal culture, connection to Country and traditional knowledge. Working together and applying right-way science leads to greater understanding and better conservation outcomes;

Collaboration: Collaboration, pragmatism and innovation are essentials. We listen to and respect each other, finding creative solutions together;

Community: The broad Bush Heritage community underpins our success. By engaging with and within communities around Australia we achieve so much more than we could working alone; and

Safety: Our people's wellbeing and safety is critical.

The organisation has six teams – West Region, North Region, South East Region, Conservation, Marketing and Fundraising, and Corporate Services.

CEO and the Board

Heather Campbell is Bush Heritage's Chief Executive. The Board President is Chris Grubb, and Directors include leading Australians from business and commerce, government, non-government and private sectors, conservation and science. Bush Heritage demonstrates a strong commitment to Aboriginal and Torres Strait Islander people and has Aboriginal representation on its Board.

Direction and guidance for this position

Reporting to the Executive Manager, the Healthy Landscape Manager is accountable for fulfilling the Responsibilities and Duties associated with this position.

As a self-starter, it is expected that the incumbent will have strong project management skills, take the initiative to engage with stakeholders and identify areas of improvement and subsequently enhance their effectiveness or develop new solutions. The incumbent works with the executive manager and collaborates with staff across Australia.

Position summary (background)

The Healthy Landscape Manager is a key regional leadership position and will be responsible for collaboratively coordinating the people, land management and ecological activities on Bush Heritage's Reserves and support development of Aboriginal and community partnerships.

The Healthy Landscape Manager is responsible for managing staff, contractors and volunteers to deliver strategic conservation, cultural and biodiversity goals/objectives.

The Healthy Landscape Manager is responsible for coordinating and providing input into strategic conservation and biodiversity goals/objectives including the development of conservation management plans, operational work plans, budgets, HSE processes, governance, stakeholder communication and partnership engagement across their region of responsibility.

The Healthy Landscape Manager is responsible for promoting safe work practices and culture within their team and in their work.

Key responsibilities and duties

The Healthy Landscape Manager will be part of a team responsible for provided coordinated conservation and partnership efforts. The primary responsibilities associated with the role include:

1. Landscape leadership

- a) Representing Bush Heritage values, vision and purpose in the local context by promoting and applying our conservation principles and practices and actively working in the landscape to bring about both social, cultural and environmental outcomes for the organisation and community
 - b) Building connection and influence in the landscape through further development of relationships in the local community including with traditional owners, neighbours, local authorities, conservation NGO's, industry representatives, government agencies, academia, local communities and other stakeholders for the purposes of promoting effective reserve and landscape scale management, advancing conservation outcomes and building
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2. Team management and development

- c) Appointing, managing and providing leadership to staff, including training and inductions for staff to follow all Bush Heritage processes and systems, including field safety procedures
- d) Developing our people by assisting all reserve staff and volunteers to excel in their work by providing clear guides on expectations of their role, reviewing data (and data gaps) on project progress, expenditure and other items of relevance to individual performance and organisational impact
- e) Collaborating with peers to share learnings and make suggestions to improve business systems and processes and be an active contributor in the middle management team

3. Project management

- f) Planning and managing conservation projects within the landscape either as the Project Manager or by overseeing other Project Managers within the landscape team. This includes the development of detailed project plans, oversight of project administration and project meetings, work program implementation, work planning and budgets, overseeing the collection and analysis of monitoring data, reporting on project progress against goals and objectives and adapting projects based on lessons learned
- g) Developing and maintaining relationships with project partners, including Aboriginal Traditional Owners, state agencies, non-profit organisations and stakeholders
- h) Overseeing management of assets on reserves, including initial establishment of new reserves and ensuring assessment and maintenance of infrastructure
- i) Developing and managing contracts for supply of services relating to a range of infrastructure, natural resource management activities
- j) Providing timely and relevant updates to Executive Manager and SMT where appropriate on project progress, expenditure, risks, barriers to completion, opportunities and future planning

4. Marketing and development

- k) Communicating our conservation initiatives, progress, outcomes and impact to our supporters and the broader public through a range of forums, including scientific meetings and conferences, publications such as the Bush Heritage News and the Bush Heritage Annual Conservation Report, engaging personally with funding agencies and donors, providing media interviews and public presentations
- l) Supporting fundraising staff in hosting, informing and inspiring major donors, and in seeking regional funding streams including preparing grant applications and soliciting support for conservation projects and accompanying donors on field trips
- m) Other duties, as required from time to time, consistent with the position grading and scope of management, as defined by Executive Manager

Qualifications and skills

Essential

- Commitment to and passion for nature conservation and the objectives and values of Bush Heritage
 - Knowledge of Health, Safety and Environment and risk assessment procedures and requirements
 - Extensive practical experience relating to land and natural resource management and systems in a variety of landscapes including an applied knowledge and understanding of Occupational Health and Safety issues and practices, and a proven ability to manage risk
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- Proven experience in road works, fire management, weed work, feral control, cultural heritage management, infrastructure management - repairs and planning, project management, light fabrication - cutting, welding, fencing, stock management, neighbour relations, basic machinery maintenance, chainsaw use and woodwork
- Experience in effectively leading, managing and coaching staff including the capacity to manage volunteers and contractors
- Well-developed written and verbal communication and interpersonal skills with a proven ability to establish and maintain relationships with a diverse range of stakeholders in a complex environment as well as fostering internal working relationships with the broader Bush Heritage team. Ability and confidence in liaising with the media and public speaking
- Well-developed organisational, planning and coordination skills with demonstrated ability to develop, implement and monitor works plans, including infrastructure works and maintenance. A demonstrated high-level knowledge and understanding of project management practices and principles
- Demonstrated understanding and experience in working with Aboriginal and Torres Strait Island people and communities, mining sector, tourism operators, the pastoral sector and the development and maintenance of relationships with these stakeholders
- High level of computer literacy and proficiency with computers including MS Office, spreadsheet, financial, GIS and data management software
- Manual Driving licence, including 4WD experience (or commitment to obtain at own expense prior to employment)
- Current First Aid Certificate (or commitment to obtain at own expense prior to employment)
- A State/Territory Firearm Awareness Certificate (or commitment to obtain at Bush Heritage expense prior to employment)
- A Working with Children Check (or commitment to obtain at own expense prior to employment)

Desirable

- Remote or Survival First Aid Certificate
- Experience in national parks, rural and private sectors
- Relevant tertiary qualification in natural resource management
- Conservation planning

Key outcomes for the role

- All reserves under remit are exemplars of active nature and cultural conservation, research and community engagement utilising the Conservation Management Process
 - Work with reserve-based staff for the development, management and implementation of Reserve and Landscape management plans for the region in conjunction with Reserve based staff and deliver on land management actions including feral and overabundant animal control, weed control, fire control measures, Aboriginal cultural heritage and infrastructure and plant maintenance
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- Constructive stakeholder relationships, especially with Traditional Owners, the local community; State park, conservation and land management agencies, Department of Parks and Wildlife, scientific institutions and volunteers
- Motivated, innovative and productive team delivering safe and effective reserve operations
- Full and timely reports provided to Executive Management and SMT on project progress and expenditure

Policies and workplace practices

Bush Heritage people and managers are responsible for and commit to:

- Using and ensuring adherence to Bush Heritage’s values, policies and work-place practices;
- Ensuring Health, Safety and Environment compliance, acting and encouraging others to act in a healthy and safe manner; and
- Maintaining a team-oriented environment, managing and developing staff, and valuing diversity.

Position Relationships

Position title of manager	Executive Manager
Position titles which also report to manager	
Titles of positions that report to this position	Ecologist, Reserve Manager
Key internal relationships	
Key external relationships	