

Position Title: Reserves Coordinator

Location: Hobart or Launceston, Tasmania

Reports to: Operations Manager



Background

The [Tasmanian Land Conservancy](#) (TLC) is a for-purpose (not-for-profit), apolitical, science and community-based organisation that protects nature on private land in Tasmania. The TLC has a diverse business model, with revenue comprising philanthropic programs, government and non-government grants and conservation business opportunities. At TLC we pride ourselves on our collaborative, outcome-focused workplace, and we respect and acknowledge the diversity of people, culture and communities. The TLC seeks new ways to achieve conservation that values nature and the economic, cultural and social benefits it provides us all.

Scope of Position

The Reserves Coordinator (the role) is a senior position within the Reserve Management Team and works closely with the Conservation Management and Planning Coordinator (within the Conservation Science and Planning Team), to implement effective conservation management across TLC's reserve estate. This role will coordinate the development, planning and prioritisation of conservation management strategies in collaboration with the Conservation Management and Planning Coordinator. They will be responsible for effective and efficient reporting on actions and outcomes relating to the management of key threatening processes to the TLC's estate, including management of invasive species, biosecurity, infrastructure, access and fire (planned and unplanned). TLC's effective conservation management framework has been developed using the Conservation Standards adaptive management approach.

TLC reserve management is informed by individual reserve management plans and the Reserve Management Operations Plan which outlines the Works Program that prioritises the day-to-day operations and on-ground land management activities across TLC's reserve estate (including both natural and built assets). The role coordinates and supervises the day-to-day activities of the field-based Reserve Officers in delivering the Works Program which is managed by the TLC Operations Manager. The role will also work closely with the Philanthropy and Engagement Team in supporting volunteering and visitation on the TLC reserves.

This is a practical operational role that requires the ability to work in remote and isolated situations while coordinating a multifaceted Works Program comprising a range of land management activities and asset maintenance across the state. The role will be called on from time to time to participate in a range of other activities for the TLC including community engagement activities (e.g. newsletter articles, blogs, media and volunteer events, donor and field days), administration (e.g. budgets, works planning, workplace health and safety), and assist with other conservation programs / projects as required.

Responsibilities

1. Coordinate the development, prioritisation and implementation of the TLC's Work Program across the TLC reserve estate in line with the reserve management planning cycle and reserve management plans.
2. Contribute to the reserve management planning cycle, including the prioritisation and budgeting of activities aimed at minimising the impact of threats to conservation values on the TLC estate.
3. Coordinate, supervise and undertake field-based land management activities (including built and natural assets) with other staff, contractors and volunteers.
4. Build and maintain a strong, two-way, safe, trusting working relationship with field-based Reserve Officers and other relevant TLC coordinators working on TLC reserves.
5. Plan, coordinate, assign, supervise, evaluate and report land management activities performed by contractors, staff and/or volunteers as well as develop and maintain a property asset register and associated maintenance schedules.
6. Actively contribute to the TLC's Fire Reference Group through the provision of input into the preparation of Reserve Management Plans, Fire Management Plans and Reserve Implementation Plans as well as review of Fire Management Plans and Burn Plans.
7. Take a lead operational role in the TLC's fire management activities, including the coordination of operational implementation of planned burns.
8. Support the Community Engagement Coordinator to ensure the safe and effective delivery of TLC's fallow deer recreational hunting, visitation and volunteering programs.
9. Identify, develop and maintain strong working relationships with external stakeholders, including local communities, neighbours, other public and private land managers, relevant agencies or authorities and other TLC reserve users.
10. Identify and develop grant or other funding applications to support the implementation of the TLC's Works Program.
11. Participate in community engagement activities including discovery days, supporter trips, volunteer activities, and contribute to TLC communications (e.g. newsletter articles, blogs, media, and publications).
12. Promote a safe working environment in accordance with TLC's policies and procedures, including Work Health and Safety, People and Culture and Fieldwork.
13. Other duties as directed by the Operations Manager.

Qualifications, Skills and Experience

Qualifications

1. Tertiary qualifications in natural resource management (or equivalent).
2. Bushfire firefighting qualifications (fire weather evaluation, bushfire awareness and wildfire suppression or equivalent) and/or relevant experience.
3. Qualifications, or demonstrated experience, in the use and maintenance of land management tools such as chainsaws, brush-cutters, pumps, chemical use (ACUP/Chemcert) and firefighting equipment (small engines).

4. Manual driver's license.

Essential Experience, Skills and Competencies

1. A minimum of five years' experience in practical conservation or natural resource management, across a range of vegetation types.
2. Experience in project development, reporting, budgeting and contract management to time and budget.
3. Exceptional planning and organisational skills, including a demonstrated ability to coordinate, prioritise and execute a large number of tasks efficiently.
4. Excellent written and verbal communication, competency with Microsoft Office Suite, monitoring equipment, mapping devices (phone and desktop) and associated software programs (GIS mapping).
5. Demonstrated understanding of science-based nature conservation principles and practices, as applied through the implementation of reserve management plans and their associated on-ground management strategies to maintain conservation targets.
6. Demonstrated skills in coordinating and supervising field-based staff, including implementing works programs, scheduling work, setting and reviewing goals and controlling and reviewing progress, with a preference for experience in managing contractors and volunteers.
7. Demonstrated experience in the management of fire-related activities for nature conservation, including bushfire suppression, incident management and implementation of planned burning programs.
8. Demonstrated experience overseeing the implementation of infrastructure projects such as fencing, roads and built asset maintenance.
9. Experience in liaising with external stakeholders and the ability to communicate effectively with people from a wide range of backgrounds such as farmers, local communities, hunters, scientists, volunteers and government agencies.
10. Demonstrated high-level understanding of workplace health and safety and risk assessment, particularly regarding working in remote/isolated areas, chemical use, firefighting and off-road vehicle use.

Desirable Experience, Skills and Competencies

1. Current Remote Area First Aid certificate (or the ability to obtain).
2. Experience in coordinating and leading volunteers and contractors.
3. Experience in driving 4WD vehicles in difficult terrain.
4. Experience in the use of Geographic Information Systems.

POSTION DESCRIPTION – RESERVES COORDINATOR

Position Type

Ongoing, full-time (100% FTE) = 76 hours / fortnight.

Salary

A remuneration package (pro rata) based on TLC Level 3.1 – 3.3 (plus statutory superannuation) commensurate with qualifications, skills and experience.

Authorised by TLC's Chief Executive Officer

A handwritten signature in black ink, appearing to read 'James Hattam', with a stylized, cursive style.

James Hattam

Date: 2 May 2024