DESERT support services

JOB DESCRIPTION

Job Title:	Kiwirrkurra Ranger Team Coordinator
Location:	Alice Springs Office
Position Status:	Fixed Term (until 30 June 2021), with possibility of extension
Salary Level:	Level 3/4 ($64,158 to $85,530)
Department:	Project Delivery Services
Reports to/Supervisor:	Program Team Leader - East

Your Role

In order to fulfil our mission, pursue our vision and in accordance with our values, the Kiwirrkurra Ranger Team Coordinator is required to:

1. Working closely with the Kiwirrkurra IPA Coordinator, coordinate project delivery across a range of land and community projects within the Kiwirrkurra land management program, with particular responsibility for the Kiwirrkurra Ranger Team project.

2. Provide leadership and coordination to a core group of Indigenous employees (the Ranger Team) to undertake land management and other duties consistent with funding requirements.

3. In collaboration with colleagues develop the capacity of Kiwirrkurra traditional owners to self-manage and lead the land management program.

4. Participate as a member of the DSS team.

Your Duties

1. Coordinate project delivery for the Kiwirrkurra Ranger Team and related projects.
   - 1.1. Coordinate and lead on-ground land management activities as identified in the Kiwirrkurra IPA Plan for Country, Science and Monitoring Plan and other operational schedules;
   - 1.2. Coordinate the preparation of work plans and internal budgets for Kiwirrkurra-based projects;

Date: June 2020
Approved by: HR DSS

1.3. Coordinate the scheduling, implementation, supervision and reporting of Ranger Team work plans and trips;

1.4. Liaise with contracting parties to ensure works are completed within agreed timeframes and to agreed standards;

1.5. Ensure appropriate workplace health and safety procedures are followed to provide a safe working environment.

1.6. Keep Kiwirrkurra & Alice Springs based vehicles, equipment and premises secure and in good working order; and

1.7. Coordinate payment for Kiwirrkurra rangers and cultural advisers.

2. Provide leadership and coordination to a core group of Indigenous employees (the Ranger Team) to undertake land management and other duties consistent with funding requirements.

2.1. Coordinate, supervise and support development of the Kiwirrkurra Ranger Team;

2.2. Provide leadership, motivation, mentoring and developmental support to develop Rangers' effectiveness, capacity and leadership skills in the workplace;

2.3. Work closely with traditional owners, colleagues, service providers and partner organisers to assess training needs of Rangers, and deliver appropriate professional development programs including accredited skills-based training (e.g. Conservation and Land Management certificates); and

2.4. Support ranger participation in workshops and other initiatives which help build their skills and confidence, and provide opportunities to showcase the group's achievements;

3. In collaboration with colleagues develop the capacity of Kiwirrkurra Traditional Owners to self-manage and lead the land management program.

3.1. Work with the community to plan, organise and report on field work, project goals and program strategy, including updating strategic plans as required.

3.2. Identify opportunities for leadership and capacity development and help community leaders grow in their role; and

3.3. Assist the community to design and implement effective processes and structures that enable them to manage more of the land management program.

4. Participate as a member of the DSS team

   4.1. Work closely with the Program Leader – East and Kiwirrkurra IPA Coordinator to plan trips and activities, troubleshoot problems and provide comprehensive feedback to community;

   4.2. Assist in advocacy for and promotion of the Kiwirrkurra land management program.

   4.3. Contribute to development of other land management projects and opportunities in DSS's Eastern Region.

   4.4. Participate in DSS team meetings and other meetings as required;

   4.5. Adhere to all policies and procedures;

   4.6. Participate in performance reviews and professional development; and

   4.7. Other duties as directed by the Land Management Program Leader – East.

SELECTION CRITERIA

Kiwirrkurra Ranger Team Coordinator

Essential Skills, Knowledge and Experience:

1. Experience in Indigenous land management work; or strong practical, logistical, and/or community development and/or practical skills relevant to ranger/land management activities.
2. Demonstrated ability to collaborate and work effectively with Aboriginal people to achieve shared goals.
3. Demonstrated ability to innovate, find practical solutions and work effectively through collaboration.
4. Use appropriate initiative and work productively with limited supervision in sometimes complex and remote situations.
5. An ability and willingness to work in a regional location and undertake extended fieldwork in remote areas of the Central Desert region.
6. Strong written and oral communications skills.
7. Competence in the use of computers and Microsoft Office applications.
8. Current manual drivers' licence and competence in the use of a manual 4WD vehicle in remote and off-road conditions.
9. A current Police Clearance and Working with Children Check or the ability to obtain (as a condition of employment).

Desirable Qualifications, Skills, Knowledge and Experience:

1. Experience in training, development and/or management of Indigenous ranger teams.
2. Qualifications and/or experience in natural resource management, environmental science, training & assessment, anthropology or community development.
3. Project management experience.

Date: June 2020
Approved by: HR DSS