



Trust for Nature

Position Description

Position	Area Manager – North West (Leave Backfill)
Program	Regional Operations
Location	The position is based in the North West region, ideally with the ability to work at least partly from Trust for Nature's Castlemaine office.
Employment status	Full-time (open to 0.8FTE) Fixed-term contract to November 2023
Remuneration	\$ 90,936 + 10.5% superannuation
Reporting line	Statewide Operations Manager

About us

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners. The Trust was established in 1972 to provide a way for people to donate money or land to protect native vegetation that is found on private properties across the State. We have since evolved into one of Victoria's primary private land conservation organisations, with several tools to help people protect biodiversity on their land

Trust for Nature is Victoria's dedicated private land conservation organisation. 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 over 100,000 hectares of important conservation land across Victoria. Our staff are dedicated professionals with a strong focus on values. As a result, we have a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond. As a founding member of the Australian Land Conservation Alliance, and an active member of the International Land Conservation Network, Trust for Nature takes a leading role on both the national and international stage to develop and promote initiatives that benefit private land conservation.

Our Mission

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

About the role

Trust for Nature (TfN)'s administrative structure comprises five areas: South West, North West, Gippsland, North-East and South-Central. Reporting to the Statewide Operations Manager, the North West Area Manager contributes to TfN's mission by having a lead role in the development and delivery of strategic partnerships, networks and conservation programs which advance state-wide corporate and conservation goals of TfN. The Area Managers work closely with the Statewide Operations Manager and other Area Managers to develop and implement strategic projects and partnerships and provide oversight and reporting of all projects and staff matters within their area. The Area Managers also provide oversight to regional staff and ensure that staff conduct their work safely and productively.

The North West Area Manager's role is one of leadership and coordination across the North West Area, which covers the North Central and Mallee catchment management regions. The position requires the cultivation of active relationships with new and existing funding partners to leverage funding opportunities and expand delivery of state-wide corporate and conservation goals and to oversee the delivery of conservation and corporate programs.

Key Relationships

- Statewide Operations Manager
- Executive Leadership Team
- Victorian Department of Environment, Land, Water and Planning
- Australian Government Department of Climate Change, Energy Environment, and Water
- North Central and Mallee Catchment Management Authorities,
- Parks Victoria
- Traditional Owner and Aboriginal groups of the area including Registered Aboriginal Parties
- Other natural resource management organisations and community groups
- Philanthropic organisations and individuals
- Covenantors, private landholders and other members of the public
- Contractors and volunteers

Key Result Areas

- Conservation Leadership
- Grant Applications, Delivery and Acquittal
- Resource Planning and Budget Management
- Risk Management and Compliance
- Partnerships and engagement
- Staff management

Key Responsibilities

The primary responsibilities of the role include:

- Lead the Area Team including staff, volunteers and contractors providing guidance, motivation and direction ensuring a productive and safe workplace
- Accountability for timely quality delivery of the Area's Stewardship program, Covenanting program, Reserve Management program and all conservation projects, within budget
- Financial administration including accountability for the annual area workforce budget, and overseeing budget allocation and tracking for all multiple concurrent projects in the area, making real-time adjustments where needed

TFN POSITION DESCRIPTION

- Lead the scoping and development of major program submissions that contribute to the delivery of TfN's state-wide conservation plan, strategic plan and business plan for approval by the Statewide Operations Manager
- Negotiate contracts and service agreements with partners and funders, and approve/escalate (in line with delegation)
- Be accountable for all internal and external projects in the area, including:
 - work planning for the project team
 - probity and contract arrangements
 - allocating and monitoring project expenditure within budget
 - completing reporting on project outcomes
- Be accountable for project procurement consistent with TfN's policy and procedures, in relation to project expenditure, engaging contractors, allocating landholder incentives and reviewing works project agreements, and approve/escalate (in line with delegation)
- Oversee and review all project proposals in the Area, ensuring alignment with TfN's priorities, and approve/escalate (in line with delegation)
- Oversee and review quarterly and annual reporting for projects and programs, acquitting service level agreements on track and on budget, and approve/escalate (in line with delegation)
- Within their area, establish and maintain higher-level relationships with senior staff at TfN's natural resource management partners, Traditional Owners, Landcare and other groups, and represent TfN on higher-level partnership forums, working groups and project control groups
- Ensure the Area business meets TfN governance requirements by interpreting and applying policies, procedures and standards, and resolving issues of non-compliance; in complex scenarios without established procedures they will develop and implement solutions in collaboration with the Statewide Operations Manager
- Accountability for ensuring that TfN's OHS Management System is implemented, maintained and followed, including:
 - identifying and rectifying gaps in registers, policies and procedures
 - managing staff Return to Work processes
 - ensuring incident reporting and monthly reporting of OHS statistics is completed
 - ensuring all staff in the team are appropriately trained and competent for their role and activities
- Participate and contribute actively in the state-wide Conservation Operations Leadership Team, including:
 - consistent approaches to major program and policy submissions and state-wide resource planning
 - handling complaints and insurance matters
 - reporting to the Board of Trustees
 - input to fundraising operations and donor engagement
 - initiating and undertaking specialist projects or organisational improvements that contribute to the state-wide work of TfN
- Contribute to the leadership of the Conservation Operations program by assisting the Statewide Operations Manager and undertaking any additional tasks as appropriate, including some acting duties at executive team level (such as short periods of annual leave up to 4 weeks in duration)

Knowledge and Experience

The successful applicant will have:

- A Bachelor's or Master's Degree in Science, Environmental Science, Natural Resource Management, or a relevant discipline
- Experience leading teams, including managing staff in compliance with OHS legislation, policies, practices and procedures applicable to both office and field work
- Extensive advanced environmental project management experience

TFN POSITION DESCRIPTION

- Extensive experience in fostering and maintaining productive partnerships in the environmental sector, including communication, negotiation and conflict resolution skills
- Extensive knowledge of natural resource management issues and Victorian land use planning and biodiversity legislation and policy, and its application on private land
- Experience in the public and/or non-profit sector (desirable)
- Relevant IT skills, particularly Microsoft Office suite, GPS, GIS software (ArcGIS required), database management (Salesforce desirable)

Key Selection Criteria

1. Proven experience leading, managing and coaching a team of technical staff or ecologists
2. Significant proven experience in the quality and timely management of multiple large concurrent projects, with a strong focus on reporting and financial administration
3. Advanced experience in the conservation sector, ideally in Victoria, including experience addressing environmental and natural resource management issues, and application of relevant legislation, conservation management principles and techniques, with flora and fauna identification skills desirable
4. Excellent interpersonal and communication skills and proven success in networking, fostering and maintaining active relationships with partners, including using your influence, negotiation and conflict resolution skills to achieve conservation outcomes
5. Demonstrated problem solver with strong aptitude for time management, especially with multiple competing priorities
6. Experience in innovative thinking to navigate to successful outcomes in a complex and unique environment
7. Demonstrated experience in implementing and improving an OHS Management System

Trust for Nature 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 form the acronym **CREST** – **C**ollaboration, **R**espect, **E**fficiency, **S**upport and **T**rust.

Specific requirements for all positions at Trust for Nature

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.

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 we 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.

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.

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.

Privacy Notification

The 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 requires travel throughout the North West region, therefore a current Driver's Licence is necessary;

TFN POSITION DESCRIPTION

- The position is located in the North West region; and
- The Trust 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.