



POSITION DESCRIPTION

POSITION TITLE:	Land Ranger Coordinator
DIVISION / SECTION:	Bawinanga Rangers
SUPERVISOR:	Ranger Manager
LEVEL:	6.1
STATUS (FTE):	1
DIRECT REPORTS:	14

ABOUT BAWINANGA ABORIGINAL CORPORATION (BAC):

BAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region, administering some 50 grants and managing a suite of businesses and programs including: Housing, Civil Works, Essential Services, Bábbarra Women's Centre, Bawinanga Rangers, Barlmark Supermarket, Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Wild Foods Café, Community Patrol, Employment Services and Money Management Services.

BAC is governed by a Board of Directors who are elected by corporation members every two years. BAC enacts policies developed at the executive level through the leadership of the CEO and the Senior Management team.

BAC's mission is to improve the lifeways of our people on land and sea in order to preserve and grow culture and language.

BAC is a values-based organisation with an emphasis on: Trust, Respect, Transparency, Innovation and Partnership. These are principles and behaviours we display when working together.

ABOUT BAWINANGA RANGERS:

Operational Responsibilities

The Djelk Indigenous Protected Area (IPA) covers an area of 6,672 square kilometres, declared a protected area in September 2009. Landowners from more than 102 clans were consulted giving their full support for the IPA and the endorsement of the Bawinanga Rangers and their management activities. Bawinanga Rangers also manages some 3500 square kilometres of coast and sea country adjacent to the IPA.

Rangers are grouped into 3 teams - Land, Sea and Women Rangers, with each team having Team Leaders to support planning and organisation. Rangers regularly consult and work with Traditional Owners, internal and external partners and stakeholders to:

- Plan and conduct fire management – prescribed burning and emergency response;
- Plan and conduct feral animal control;
- Plan and conduct weed control;
- Coordinate and conduct sea country surveillance;
- Plan and conduct Flora and Fauna Surveys;
- Protect and document cultural sites;
- Biosecurity and Marine debris activities;
- Work with researchers, partners and other external organizations;
- Work with other Indigenous Ranger groups;
- Work with BAC Wildlife and enterprise Programs;

- Support community cultural activities;
- Emergency response – rescue and recovery;
- Other land and sea management activities as required.

PURPOSE OF THE POSITION

The primary aim of this role is to support, supervise and upskill rangers in carrying out their daily/ weekly activities, with a focus on building senior team members into management roles. The position will supervise rangers (men or women) to best carry out their work and build local capacity through developing and managing work plans and targets in conjunction with Team Leaders, and supporting training and personal development of rangers.

The position will have an active role in developing work plans, training schedule in conjunction with the ranger manager and senior rangers.

POSITION RESPONSIBILITIES:

Objectives of the Position

- Support weekly team meetings and daily planning with your team, with a focus on building capabilities, good decision making and problem solving with Team Leaders.
- Encourage safe and effective work practices through establishment of relevant routines and practices.
- Coordinate delivery of ranger WoC work plans and delivery of any fee for service work in conjunction with Team Leads.
- Support the use of Cyber tracker as a data collection tool and reporting tool. Develop ranger capacities to use and maintain Cyber tracker, and other IT devices to enhance our data collection and reporting.
- Support Manager and teams to pursue and participate in formal /informal training to develop local capabilities in the rangers to manage reporting and admin tasks. This includes key focus on upskilling Team Leaders to step into future Coordination roles.
- In conjunction with the Administration Coordinator and Manager, maintain the office space, filling and equipment in line with office systems, including stock purchasing and management.
- Maintain assets and equipment and support rangers to conduct preventative maintenance and repairs as part of weekly maintenance schedules.
- Within the BAC framework maintain the work, health safety policies and procedures and support local staff capacity building across safe practices. This includes supporting the development of new procedures where needed.
- Support rangers to complete Fee-for-Service and activities reports for NT Fisheries, Department of Agriculture, DENR, and others.
- Assist the Manager and team to compile and submit reports and acquittals for funding bodies including DPMC (WoC and IPA), ALFA, Fisheries, DoA, etc. in a timely manner.
- Support the Manager and team to compile and submit applications to funding bodies.
- Give constructive input to the General Manager, Bawinanga Rangers and Administration Coordinator on systems and procedures refinement.
- Liaise between Bawinanga Rangers/BAC and Traditional Owners/Land owners on Bawinanga operational and engagement protocols.
- Any other reasonable duties relevant to land management as requested by your supervisor.

Key Accountabilities

- Ensure rangers are engaged at work through involvement in planning and conducting work activities to a high standard;
- Ensuring upskilling of team leaders and senior staff;
- Support formal/informal training and personal development for rangers;

- Workplace safety policies & procedures are followed, incidents are reported on time;
- Assets and equipment are maintained and taken care of;
- Activities are reported in a timely manner with capacity building of the team to conduct reporting on their own;
- Support development of high level reports and grant applications.

Continuous improvement

- Capacity building and upskilling of rangers;
- Undertake continuous quality improvement in putting in place management systems and refining those systems over time.
- Regularly discuss improvement opportunities with the ranger management team.
- Finding and developing new activities and funding opportunities relevant to land and sea management.

Stakeholder relationships

- Develop solid professional relationships with all BAC staff through appropriate and honest support and/or feedback.
- Ensure communications are appropriate to rangers, BAC communities, stakeholders and partner organisations.

SELECTION CRITERIA:

Essential:

1. Demonstrated experience working in a remote aboriginal community environment, with knowledge and understanding of aboriginal protocol and culture.
2. A good understanding of contemporary land management in Northern Australia.
3. At least 2 years' experience in similar leadership roles.
4. Effective verbal and written communication and interpersonal skills, with the ability to liaise with people at all levels in an informative, accurate and positive manner.
5. Ability to prioritise, organise and complete work within established deadlines, and to maintain a consistent level of professionalism.
6. An ability to work effectively within a busy team environment, and to work unsupervised.
7. Ability to lead teams and support upskilling and capacity building of local staff into coordination roles.
8. Solid decision-making abilities and proactive approaches to resolving queries and problems.
9. Proficiency in the use of Microsoft Office products, in particular Word, Excel, PowerPoint and Outlook.
10. Current Northern Territory drivers' licence and experience driving in 4WD conditions.
11. Physically fit and able to work outdoors in difficult and remote environments, and travel to remote locations that may require you to camp over night or for several days.
12. A current Drivers Licence and Current First Aid Certification
13. Current National Police Clearance

Desirable:

1. Experience with Cyber tracker/I-tracker or similar data management system.
2. Experience working in remote Aboriginal communities and in cross cultural contexts.
3. A degree in Environmental Science or related field
4. Ability to use and perform basic maintenance on tools, small motors and machinery
5. Strong knowledge of Indigenous Protected areas (IPAs)
6. A current firearms licence or the ability to obtain one
7. A current OCHRE Card or the ability to obtain one
8. Experience working for a community development or not-for-profit organisation.

Approval:

Chief Executive Officer, BAC

Signature

Date