



Position Description

Title of Position	Ranger Program Co-ordinator
Employee Name	
Classification Level	Above Award
Base Award	Miscellaneous Award 2010 [MA000104]
Employment Status	Fixed term contract of 3 years (subject to funding); Full-time
Location	Ceduna
Reports to	Chief Executive Officer, Far West Coast Aboriginal Corporation
Positions reporting to this Position	Rangers (no. of positions to be determined and filled over time) (Ranger casual staff are to be physically located with their peers in the DEW office?)
Date of Latest Position Review	V5; 23 May 2019 Approved at FWCAC Board Meeting of 24/5/19

Aboriginal persons applying for this position are valued for their lived experience and cultural heritage. Gaps in qualifications and skills can be supported through mentoring, peer support, training and other methods. They are encouraged to apply.

The Organisation

Far West Coast Aboriginal Corporation (FWCAC) is the Registered Native Title Body Corporate under the Native Title Act and a prescribed body corporate under Commonwealth Government legislation. The Corporation represents and delivers services to the common law owners of the land and waters of the Far West Coast of South Australia: Kokatha, Mirning, and Wirangu and including three other community groups; Yalata, Oak Valley and the Robert's family.

The aim of the FWCAC is to advance the cultural, social, political, economic and legal interests of the Native Title holders, including by establishing legal entities to achieve these outcomes.

A number of organisational entities exist, including Far West Coast Aboriginal Corporation itself, Far West Coast Investments Pty Ltd, ATF Far West Coast Aboriginal Community Charitable Trust, Far West Mining and Civil P/L, ATF FWM&C Discretionary Trust, and Munda Wana Wilurrara P/L.

The aims of the FWC entities are to:

- Fulfil the legal and compliance requirements of the organisation under legislation

- Develop indigenous owned enterprises to advance the social, political, economic and legal interests of the traditional owners
- Relieve the effects of poverty
- Promote indigenous employment outcomes
- Assist with and protect the cultural and heritage interests of the region's indigenous people
- Enter into land use and land management agreements on behalf of the traditional owners; act as their agent in such matters
- Promote secondary and higher education through scholarships
- Advocate on behalf of the traditional owners of the region
- And, generally, participate in the social, economic well-being of the region's indigenous peoples.

Aboriginal representation within the organisation stretches from Streaky Bay, to the east, across to the WA border and as high as the trans-continental Railway Line.

The governance structure of Far West Coast Aboriginal Corporation (FWCAC) includes a Board of 12 members that is representative of the region's six cultural groups. Commercial interests, Trust matters and subsidiary investments are managed through the separate Far West Coast Investments' Board of Company Directors.

The region covers some 85,000 sq kms and includes Conservation Parks, Natural Wilderness Protection Areas, Reserves, Marine Parks, mines, indigenous communities, and townships, the largest of which is Ceduna with a population of 2157 (2016 census).

Purpose of the Position

The position is accountable for the effective and efficient co-ordination of the Ranger Program on behalf of the traditional owners of the Far West Coast Aboriginal community. The position contributes to the promotion and preservation of the cultural heritage, land and sea rights and environment of the FWC region and its peoples, the respecting and protection of FWCAC rights and interests on country.

The position holder must be empathetic to the Aboriginal Culture and the lived experience of the traditional owners.

The position holder develops and maintains relationships with government, regional and other stakeholders about natural resource management and co-management matters within the traditional lands and seas under the community's custodianship. The employee supervises the rangers employed in the program and is responsible for their recruitment, development and performance management.

(Typical examples of ongoing functions to be managed include land and sea management: conservation and clearance, vegetation, seed collection, fencing, management of tourist and fisher access, site amenity, water quality monitoring, pest eradication, animal management, fire management etc.)

Key Responsibilities

1. Natural Resource Management – Program Management

- Contributes to the development of Natural Resource Management Plans for the region

- Contributes to the identification of the land and sea country management issues for the region, on behalf of the traditional owners, and in consultation with them
- Identifies and defines the role and parameters of the FWCAC Ranger Program in the context of regional Natural Resource Management plans and other stakeholder roles, co-management arrangements for parks, the FWC Cultural Heritage Policy, the FWC Healthy Country Plan etc; defines and obtains approval for the scope of Ranger roles
- Defines an annual plan of work and associated budget for the Ranger team including an inspection schedule and key compliance matters to be achieved annually
- Ensures proper use, management and maintenance of the organisation's assets: vehicles, equipment etc
- Promotes and communicates the aims and existence of the natural resource management plans (FWC and others) to members, traditional owners in the region and stakeholders
- Ensures sufficient casual staffing resource to deliver the annual plan of work, including rostering as needed
- Seeks to develop income generation initiatives from the land and sea management activities, in balance with the other aims of the organisation and the range of interests of the traditional owners
- Monitors performance against annual plan, providing proactive reports on performance and any emerging issues, to the CEO and the FWCAC Board
- Investigates and resolves environmental issues raised to the organisation which are consistent with its role, responsibilities and aims
- Ensures safe working and culturally sensitive management of the region's environment by all rangers
- Conducts risk identification and hazard assessments; advises and undertakes appropriate risk remediation measures
- Participates in regional working groups and forums to advance the interests and concerns of the traditional owners about environmental management issues
- Builds a talent pool of future rangers through the creation of an employment pathway for young Aboriginal people from the region, using the mechanisms available in the Award, training package qualifications, community promotion activities and any government or industry sponsored programs of value
- Maintains appropriate records of activities for corporate and compliance purposes
- Pursues continuous improvement in program outcomes, related policies and procedures.

2. Relationship Management

- Works with the CEO to engage FWC Board Directors in major developments and key directions, through consultation and proactive regular communication
- Establishes and maintains effective relationships with key stakeholders related to Natural Resource Management, and other uses of the traditional lands and seas
- Establishes and maintains effective relationships with counterparts in regional industry, local government authorities and community groups with similar goals and interests
- Represents FWCAC and its members in community forums and educational programs to foster an interest and care of the regional environment, the protection of FWCAC rights and interests on country.

3. Staff Supervision

- Recruits and selects appropriately skilled and quality casual rangers to conduct the program of work, as budgets allow
- Ensures comprehensive orientation of rangers to the environmental management plans and goals of the region, and the FWC Aboriginal entities
- Ensures comprehensive orientation to the work, the region, the cultural heritage sites and interests of the traditional owners and the associated environmental issues
- Ensures rangers are well versed in their role, expected typical responses, their delegated authorities, compliance regimes and required record keeping
- Ensures rangers are introduced and supported in their relationship development with the traditional owners and various communities
- Ensures rangers are introduced and supported in their relationship development with regional colleagues, government and industry stakeholders
- Ensures comprehensive, documented safe work induction, safe working procedures are clear and understood and adhered to; conducts periodic safety checks/audits
- Ensures ranger staff have and maintain appropriate licences and a clear driving record; ensures rangers have the appropriate Authorisations for their scope of work
- Ensures rangers have the personal protective clothing, equipment and vehicles needed to undertake their role safely
- Develops the skills of rangers through regular feedback, training opportunities and coaching on the job
- Provides supportive and constructive supervision to guide performance and confidence in the role; supports ranger staff through effective conflict resolution and mediation support where needed
- Undertakes regular, formal performance discussions in line with the FWC policies and processes, as amended from time to time
- Ensures rangers are familiar with organisational policies and practices
- Maintains a positive team environment and foster wellbeing of all rangers.

4. Team Contribution

- Works collaboratively with the Culture and Heritage Officer to ensure common goals and complementary approaches to the protection of the land and sea interests of the traditional owners
- Works with the Cultural and Heritage Officer to practically implement the Healthy Country Plan and achieve its targets; develop annual work plans collaboratively with this Officer
- Works with the CEO, Cultural and Heritage Officer and Commercial Services Officer on the development of income generation initiatives
- Contributes to the planning and direction of the FWC entities through active participation and contribution to the management team, policy development and organisational meetings
- Contributes to the compliance regimes of the FWC entities through fulfilment of Co-ordinator and ranger responsibilities for compliant practices and compliance reporting
- Leads health and safety discussions and development of policy and practice for the FWC organisations in terms of fieldwork and remote work

- Works to ensure a positive team dynamic with other managers and staff of FWC entities, and those DEW colleagues with whom the rangers are co-located.
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Person Specification

Aboriginal persons applying for this position are valued for their lived experience and cultural heritage. Gaps in qualifications and skills can be supported through mentoring, peer support, training and other methods. They are encouraged to apply.

Essential

Knowledge

- Contemporary natural resource management policies, standards and practices
- Knowledge and understanding of Aboriginal values in land care management
- Knowledge and understanding of managing Aboriginal workers.

Skills, experience and attributes

- Significant experience in natural resource management roles in the field
- Significant experience in managing environmental issues in remote areas
- Demonstrated cultural competency with indigenous peoples; empathy for the Aboriginal culture and lived experience of the traditional owners; skills in Aboriginal engagement
- Proven experience and skills in the application of Aboriginal beliefs in land management
- A track record in service program management
- Strong interpersonal skills including conflict resolution, mediation, and negotiation
- Staff supervision experience
- Effective Aboriginal customer service skills
- Calm, polite and respectful under pressure; resilient in the face of aggressive behaviours
- Able to work with limited supervision
- Able to enforce regulations, apply policy, instruct and direct others
- Demonstrated capacity for objective decision-making, effective judgement and track record of ethical conduct
- Written communications skills: suitable for report writing, record keeping, development and maintenance of risk and compliance registers
- Competent use of Microsoft Office applications including Word, Excel; computer literacy and self-sufficiency
- Preparedness to undertake training in 4WD in remote settings, or current experience.

Qualifications and Licences

- SA Drivers Licence and a clear driving record.

Desirable

Knowledge

- Solid knowledge of the relevant legislation that is the basis for the position of Ranger, eg Natural Resource Management Act SA (2004) and Regulations, Environment Protection Act

1993, its relevant supplementary legislation and Regulations, Local Government Act SA (1999), Native Title (South Australia) Act (1994), Fisheries Management Act (SA, 2007), Coast Protection Act (SA, 1972), and the National Parks and Wildlife Act (SA, 1972) and Regulations.

- Deep appreciation of the Aboriginal culture, its traditions and heritage

Skills, experience and attributes

- Familiarity with the Far West Coast region and its environment
- Bushcraft and survival skills

Qualifications and Licences

- Formal qualification in natural resource management, environmental management or similar at Diploma level or above or significant community experience of equivalent technical depth
- Preparedness to undertake and complete further studies
- Senior First Aid Certificate, with remote context.

Other Conditions of Employment

All applicants are subject to employment, financial and criminal records checks. (Approval for these checks is sought formally, in advance.)

Staff of FWCAC are expected to exercise due care in their work practices and work environment, working safely and maintaining the office environment and equipment in a way that safeguards others, including visitors.

Preparedness to undertake frequent travel, primarily within the region, by car and light aircraft.

Staff are expected to understand and abide by the organisation's policies and procedures as amended from time to time.

Staff are expected to maintain a good track record of punctuality and attendance.

Staff are expected to abide by the Staff Code of Conduct, including demonstrating respectful and courteous behaviours with colleagues, the community members and stakeholders of the organisation with whom they have dealings.

Staff are expected to participate fully in the organisation's performance development process and any training and development activities provided.

Position Dimension and Decision-Making Authority (Delegations): (Note: Items to be confirmed after appointment)

Without referral to the Chief Executive Officer:

- Program/casual staff rostering
- Response to identified imminent hazards and risks to public or staff safety
- Expenditure to a limit of \$... to support resolution of urgent issues
- Casual staff travel for the purposes of field work
- Sign off driving logs

After Consultation with the Chief Executive Officer or other senior staff such as the Cultural and Heritage Officer:

- Annual work plan
- Planned casual staff recruitment and development activities (in advance)
- Environmental management issues: planned approaches to resolve.

Referred to the Chief Executive Officer:

- All expenditure above \$....
- Equipment and vehicle purchases (\$ delegations are likely to require Board approval)
- Annual budget for Ranger program
- Final approval of Ranger applicants for appointment
- Organisational statements or content of contributions to regional natural resource management issues, forums.

Key Communication Contacts (outside the organisation):

- Far West Coast Native Title holders
- Natural Resource Management Boards and staff
- Nullabor Co-Management Board
- FWC Parks Co-Management Board
- Ceduna Aboriginal Corporation
- Joint Venture partners and FWC subsidiary business owners
- SA Native Title Service
- Aboriginal Lands Trust
- Department of Primary Industries and Resources (PIRSA, SA)
- Department of Environment and Water (SA, DEW)
- Environment Protection Authority (SA, EPA)
- Department of Agriculture and Water Resources (Commonwealth)
- Department of Environment and Energy (Commonwealth)
- Country Fire Service (CFS)
- Local Government Authorities and Authorised Officers
- Commercial business operators
- Community Groups
- Landholders, pastoralists and their representatives.

Baseline Performance Criteria:

- Timely completion of monthly reporting/ processing for compliance, corporate and financial requirements
- Documented and maintained safety, induction, training and environmental management records (to a standard suitable for external audit)
- Achievement of annual work plan
- Operation within approved budget

- Adherence to organisational policy and procedure, statutory Regulations
- Maintenance of staff and personal knowledge currency in the areas related to job roles
- Positive results in health and safety indicators
- Absence of customer complaints; effective resolutions of member concerns.

Position Authorisation:

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 (Chair, <employer> <Name>
<signature>
 Date:

.....
 (Manager < name and title> of this position)
<signature>
 Date:

Acknowledgement of the employee:

..... (Signature and date)