

## DUTY STATEMENT

<b>Job Title:</b>	Ranger Team Coordinator
<b>Classification Level:</b>	L3 \$59,280 - \$69,680
<b>Location:</b>	Perth Office
<b>Position Status:</b>	Full Time Maximum-Term (12 Months)
<b>Department:</b>	Project Delivery Services
<b>Reports to:</b>	Program Team Leader - West

### Your Role

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

1. Working closely with the IPA Coordinators, coordinate fee for service project delivery to Northern Star Resources Jundee mine, with particular responsibility for the Wiluna Jundee Ranger program.
2. Provide leadership and coordination to a core group of Indigenous employees (the Ranger Team) to safely undertake land management and other duties consistent with the Wiluna Jundee Ranger program memorandum of understanding (MoU) and/or other relevant contracts.
3. In collaboration with colleagues develop the capacity of the Wiluna Traditional Owners to hand-over and lead the land management program.
4. Participate as a member of the DSS team.

## **Your Duties**

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- 1. Coordinate project delivery of the Wiluna Jundee Ranger program and related projects**
  - 1.1. Ensure appropriate workplace health and safety procedures are followed to provide a safe working environment;
  - 1.2. Coordinate and lead on-ground land management activities as identified in the Wiluna Jundee Ranger program MoU and/or other relevant contracts;
  - 1.3. Coordinate the preparation of work plans and budgets for fee for service programs;
  - 1.4. Coordinate the scheduling, implementation, supervision and reporting of Wiluna Jundee Ranger work plans and trips;
  - 1.5. Liaise with contracting parties to ensure works are completed within agreed timeframes and to agreed standards;
  - 1.6. Keep Central Desert Group (CDG) vehicles, equipment and premises secure and in good working order; and
  - 1.7. Coordinate payment for the Wiluna Jundee Ranger team 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 the Wiluna Jundee Ranger program MoU and/or other relevant contracts**
  - 2.1. Coordinate, supervise and support development of the Wiluna Jundee 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 Wiluna Traditional Owners to self-manage and lead the land management program**

- 3.1. Work with the community to plan, organise and report back on fieldwork, 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 Team Leader – West and the IPA Coordinators to plan trips and activities, troubleshoot problems and provide comprehensive feedback to community;
- 4.2. Assist in advocacy for and promotion of the Wiluna Jundee Ranger program.
- 4.3. Contribute to DSS's strategic planning and policy development processes;
- 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 Program Team Leader – West.

## SELECTION CRITERIA

### Essential Skills, Knowledge and Experience:

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

### Desirable Qualifications, Skills, Knowledge and Experience:

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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 Written:** May 2018

**Date Approved:** May 2018