

DUTY STATEMENT

Job Title:	Kiwirrkurra IPA Coordinator
Classification Level:	L4
Location:	Alice Springs Office
Position Status:	Full Time Maximum-Term (12 Months)
Department:	Project Delivery Services
Reports to:	Program Team Leader - East

Your Role

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

1. Working closely with the Kiwirrkurra Ranger Team Coordinator, coordinate project delivery across a range of land and community projects within the Kiwirrkurra land management program, with particular responsibility for the Kiwirrkurra IPA project.
2. Work with colleagues, partner organisations and traditional owner leadership teams to implement and manage a two-way science program across Kiwirrkurra IPA.
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 IPA 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;
- 1.3. Coordinate the scheduling, implementation, supervision and reporting of IPA 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;
- 1.7. Coordinate payment for Kiwirrkurra rangers and cultural advisers; and
- 1.8. Develop tools to engage the broader public in Indigenous land management, including two-way science, and promote at national conferences, media and other communication platforms.

2. Work with colleagues, partner organisations and traditional owner leadership teams to implement and manage a two-way science program across Kiwirrkurra IPA

- 2.1. Work closely with traditional owners, colleagues and partner organisations to plan trips and activities that achieve the objectives of the Kiwirrkurra Science and Monitoring Plan;
- 2.2. Lead fieldwork and the collection and management of ecological field data and complete relevant reports;
- 2.3. Support the implementation of on-ground ecological management in collaboration with traditional owners; and
- 2.4. Help develop the skills of rangers to lead the biodiversity management of Kiwirrkurra country.

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 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;
- 3.3. Provide mentoring, skill and leadership development to rangers during field work; and
- 3.4. 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 Ranger Team 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.