

## JOB DESCRIPTION

<b>Job Title:</b>	Kiwirrkurra Ranger Team Coordinator
<b>Classification Level:</b>	Level 3/4 – \$61,058 – \$81,411
<b>Location:</b>	Alice Springs Office
<b>Position Status:</b>	Maximum Term (12 Months)
<b>Department:</b>	Project Delivery Services
<b>Reports to/Supervisor:</b>	Program Team Leader – East

### Your Role

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

1. Working closely with the Kiwirrkurra IPA Coordinator, coordinate project delivery across a range of land and community projects within the Kiwirrkurra land management program, with particular responsibility for the Kiwirrkurra Ranger Team project.
2. Provide leadership and coordination to a core group of Indigenous employees (the Ranger Team) to undertake land management and other duties consistent with funding requirements.
3. In collaboration with colleagues develop the capacity of Kiwirrkurra traditional owners to self-manage and lead the land management program.

### Your Duties

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1. **Coordinate project delivery for the Kiwirrkurra Ranger Team 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 Ranger Team 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; and
  - 1.7 Coordinate payment for Kiwirrkurra rangers 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 funding requirements.**
- 2.1 Coordinate, supervise and support development of the Kiwirrkurra 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 Kiwirrkurra Traditional Owners to self-manage and lead the land management program.**
- 3.1 Work with the community to plan, organise and report on field work, 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 Leader – East and Kiwirrkurra IPA 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.