



Australian Government  
Indigenous Land and Sea Corporation



The ILSC GROUP

## Position Profile

<b>Position Title:</b>	<b>Ranger Coordinator</b>
<b>Division / Section / Unit / Team:</b>	Fish River
<b>Location:</b>	Northern Territory
<b>Reports to:</b>	Manager Strategic Projects, Adelaide

### Purpose of the Position

Under the direction of Manager Strategic Projects, the Ranger Coordinator will work with local Indigenous people to build capacity to own and manage Fish River for the use and enjoyment of local Indigenous people, and to provide social, cultural and economic benefits and to protect the property's significant cultural heritage and biodiversity.

The Ranger Coordinator will be required to engage with the local Indigenous community and work with the Indigenous Management Committee to implement a divestment strategy for the property. You will recruit, train, mentor and lead the Indigenous ranger team to build their capacity to implement annual cultural and natural resource management activities in accordance with the Fish River Plan of Management.

### Accountability Statement

All duties shall be carried out in accordance with all applicable and appropriate Work Health and Safety (WHS) legislation, standards and practices and animal welfare standards and guidelines. All workers must adhere to such standards at all times and that visitors to the property comply with all safety instructions at all times.

### Key Responsibilities/Accountabilities and Outcomes

Reporting to the Manager Strategic Projects, the Ranger Coordinator will be accountable for, but not limited to, the following specific duties and responsibilities:

1. Day to day management and coordination of the ranger program to ensure an effective and professional workplace;
2. Engaging with Traditional Owners and Indigenous rangers to build their knowledge, skills and capacity to own and manage Fish River in line with the divestment strategy;
3. In consultation with the Indigenous Management Committee implement the divestment strategy and oversee the implementation of an annual work plan and property budget identifying and prioritising natural and cultural resource management. Activities will include fire management, cultural heritage management, biodiversity monitoring, pest plant and animal control, track repairs, and infrastructure and plant and equipment maintenance;
4. Facilitate the integration of Traditional Owners' traditional ecological knowledge with the rangers' contemporary land management practice, and appropriately record data;

5. Develop an employment strategy to guide recruitment, training and career progression for the Rangers. Identify their training needs, assist in developing appropriate skills and experience by linking training to land management activities;
6. Fulfill your WHS duties as a WHS Officer and Worker. Provide all workers with information, instruction, training and supervision necessary to enable them to perform their work in a manner that is safe and in accordance with WHS standards and management systems;
7. Report regularly on achieved versus planned activities and other matters;
8. Manage property expenditure within budget;
9. Liaise with Traditional Owners and other stakeholders regarding the use and management of Fish River and coordinate visits by donors, experts and local community;
10. Schedule and document the maintenance, repair and replacement of all infrastructure and plant and equipment;
11. Abide by existing laws on animal cruelty in the Northern Territory as a minimum, and comply with animal welfare policy and procedures on; and ensure all employees on Fish River do the same;
12. Manage, monitor and report on all relevant fraud prevention initiatives within the operation of Fish River. Ensure employees are aware of their responsibilities and obligations to prevent fraud and to report possible breaches; and
13. Undertake other duties in relation to the management of Fish River as directed.

### **Special Conditions**

The preferred applicant will be engaged under the provision of the ILSC Enterprise Agreement and will be required to undertake a criminal history check and medical assessment. However, the results may not necessarily preclude an appointment.

Appointment to this position of a person not currently an officer of the Indigenous Land and Sea Corporation will be subject to a probationary period of not less than six months.

Officers may be required to undertake extended hours of work under the provisions of the flex time or TOIL scheme.

Possession of a valid driver's licence is essential. Any disqualification of your driver's license may result in termination of employment.

There may be a requirement for intrastate and interstate travel and stay for periods in remote locations, requiring overnight absences. Travel to remote locations may require the need to drive a 4WD vehicle (training provided) and/or fly in light planes.

### **Expectations and Behaviours**

All employees are expected to conduct themselves in a professional manner at all times. Below are some brief guidelines on the values of the ILSC. Accepting a position with the ILSC indicates that you accept these guidelines and will uphold and promote them.

A full description of the ILSC Values and Code of Conduct is available in the current ILC Enterprise Agreement available on the ILSC website at [www.ilsc.gov.au](http://www.ilsc.gov.au).

**EEO/Diversity** – All ILSC employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the ILSC and broader community.

**Probity** – All ILSC employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. ILSC employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other ILSC employees.

**Work Health and Safety (WHS)** – All ILSC employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at ILSC as well as members of the public. Furthermore all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.

**Customer Service** – All ILSC employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.

**Continuous Improvement** – All employees at ILSC are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.