NATIONAL PARKS ASSOCIATION OF NSW
*protecting nature through community action*

***JOB AND PERSON SPECIFICATION***

**Biodiversity Conservation Officer**

---

***ORGANISATIONAL CONTEXT***

**National Parks Association of NSW**

The National Parks Association of NSW (NPA) was formed in 1957 to promote the concept of a network of national parks in NSW legislated through a National Parks and Wildlife Act and managed by a professional National Parks and Wildlife Service. A major step forward in NPA's work was achieved with the passage of the NSW National Parks and Wildlife Act and the establishment of the NSW National Parks and Wildlife Service (NPWS) in 1967.

Today NPA continues to build on this work through a network of 18 branches and over 5,000 members and supporters.

A major objective of NPA is to ensure that management of areas secured for nature conservation maintains their natural values and restores degraded areas to provide for ecological processes to be maintained and improved. NPA is also working to achieve improved management of nature across the reserve system including improving connectivity between reserves and more effective management of invasive species.

The basis for our work is scientific concepts and principles. To achieve our goals for biodiversity conservation, NPA works to provide input into research, scientific work, communication and education, government policies and programs, and to influence political decisions.

---

*JOB SPECIFICATION*

**Description of Role**

This position will play a leading role in nature conservation in New South Wales. Duties include research and campaigning on current nature conservation priorities consistent with NPA's Conservation Strategy.

The Biodiversity Conservation Officer will collaborate with our strong membership network, other conservation organisations, DECCW, and respond to public and media enquiries.

The Biodiversity Conservation Officer will prepare technical reports and papers on a range of issues and assists with funding and grant submissions.

The Biodiversity Conservation Officer is accountable to and works under the broad direction of the Executive Officer.

The Biodiversity Conservation Officer will identify opportunities for NPA to work cooperatively with agencies charged with implementing the Biodiversity Strategies of the State and Federal

Governments.

**RESPONSIBILITIES**

**General**

The Biodiversity Conservation Officer will:

- Maintain a proper and open relationship with the Executive Officer
- Brief the NPA Executive Committee and State Council members on current nature conservation issues through reports to regular committee meetings and general meetings
- Report to the Executive Officer on a weekly basis to discuss workplan priorities and strategies
- Represent NPA in an appropriately professional manner
- Contribute articles and input to the NPA Journal, E-newsletter and website.
- Attend relevant meetings of the Committee and its Executive, and staff
- Submit a timesheet for approval each week
- Work closely with the Administrative Coordinator, other staff and the Committee to maintain the professional and effective operation of the organisation and ensure NPA objectives are met.

**Nature Conservation**

- Carry out research on current nature conservation issues
- Influence conservation decisions in New South Wales through activities and research
- Monitor key conservation issues, determine and prioritise actions
- Research, coordinate and prepare submissions on nature conservation matters
- Author papers and articles on nature conservation

The Biodiversity Conservation Officer will play a leading role in NPA's current Conservation Projects Including:

- The Travelling Stock Routes or TSR
- Marine Protected Areas
- Water for Wetlands
- Great Eastern Ranges Initiative (GERI)
- Community Biodiversity Surveys (Marine and Terrestrial)

**Liaison**

- Attend meetings and work with other conservation organisations with similar goals and objectives, individuals or agencies on specific campaigns or issues
- Assist the Executive Officer, President and our Branches in lobbying politicians, bureaucrats and the media
- Represent NPA at relevant forums and meetings as determined by the committee
- Liaise with the media, produce media releases and conduct interviews
- Respond to queries from the membership and general public

**Building Advocacy Capacity within Branches**

- Deliver a minimum of 3 presentations to Sydney Members per year and to other branches were appropriate
- Develop campaign tools available to facilitate local advocacy
- Identify skill and training needs within Branches
- Develop and deliver specific training programs for key branch volunteers
- Manage key internal relationship including Executive Officer, President, Senior Vice President,

Finance Officer, Administrative Coordinator, Activities Coordinator, Western Consultant, Branch Committees, and Chairs of the PMC and Reserves Committees.

- Manage key external relationships include key staff at TWS, NCC, IRN, Colong, BMCS, TEC, ELO and other state based NPAs.

**Project and Program Management**

- Work with the conservation committee to plan and develop projects or programs that complement the Association's conservation strategies and promote the NPA objectives.
- Work with the committee to source funding and prepare appeal letters and grant applications for approved projects or programs
- Work with the Executive Officer and the Finance Officer to facilitate timely and accurate project reporting and acquittal of grants to funding bodies.

**Other**

- Recruit, encourage and direct a team of volunteers to assist with the conservation priorities
- Maintain orderly records and provide a contact point for members of NPA and the public

## PERSON SPECIFICATION/SELECTION CRITERIA

### Qualifications

**Essential**

- A Degree in natural sciences or equivalent experience
- Class C Drivers Licence

**Desirable**

- Certificate 1V in Workplace Training and Assessment

### Knowledge

**Essential**

- An understanding of principles of ecology and nature conservation/biodiversity conservation
- A working knowledge of natural history, preferably New South Wales
- Understanding of government agencies and funding programs relevant to nature conservation

**Desirable**

- Knowledge of relevant New South Wales environmental legislation
- Knowledge of campaign planning and strategy techniques

### Skills/Abilities/Personal Attributes

**Essential**

- Demonstrated ability to multi-task and work independently as an effective and contributing member of a team, and to exercise judgement and initiative under general direction
- High order written and oral communication skills, and an ability to liaise with a range of people and government and non-government organisations
- High level organisational and time management skills
- Computer literacy skills including experience in use of the Microsoft Suite of products
- Demonstrated ability to coordinate the input and expertise of available volunteer support
- Personal commitment to promoting nature conservation and demonstrated ability to show initiative and leadership on conservation issues

**Desirable**

- Experience as a effective public speaker
- Experience with media liaison
- Ability to use GIS Software
- Experience in towing a trailer
- Experience in field surveying techniques
- Current NSW science permit

CONTRACT CONDITIONS

**Contract Term**

**Term**

The position is ongoing (offered as a renewable 1 year contract) with continuation subject to the successful completion of a 3 month probationary period and available funding. This contract commences on _____ and ceases on _____.

An extension of the contract may be offered, subject to confirmation in writing from the Executive Officer.

**Probation**

Your continued employment will be confirmed before the end of the probation period. During this period NPA may terminate the contract without reason as per the new national workplace relations system.

**Workcover Insurance**

National Parks Association of NSW (NPA) will be responsible for the payment of all personal Workcover Insurance.

**Salary**

A salary commensurate with skills and experience will be negotiated in the range $24 per hour, with prorata adjusted to hours worked. Payment will be made at the end of each fortnight worked via direct debit.

**Superannuation**

NPA will pay superannuation entitlements in accordance with the minimum rate set by Commonwealth superannuation guarantee legislation, currently at 9% of gross salary.

**Working Hours**

The Biodiversity Conservation Officer position is being offered at 0.6 FTE (30 hours per week up to 4 days per week). Each day consists of seven and a half (7.5) hours work per day.

Regular standards working hours are between 8:30am to 5:30pm. The Biodiversity Conservation Officer when working in the NPA Office should endeavour to work within regular office hours where possible (to clarify, not to work these hours but to work 'within' these hours), however NPA supports flexible working hours to suit personal needs where possible. Suitable hours should be determined in consultation with the Executive Officer.

Weekend work and some evening work may be required, for example to attend State Council and Executive meetings or other major events.

Time in lieu is available only with permission in advance. No overtime is available.

**Location**

The NPA Office is located at 2, 5 Wilson Street Newtown 2042 (second floor, with lift). The office is very close to Newtown Train Station, and a major bus network. Off Street parking is not available. Field work in locations around NSW is also anticipated for short periods.

**Work Plan**
The Biodiversity Conservation Officer will develop work plan to cover the period of the contract that identifies work objectives, priority activities, and target outcomes for the role.

The work plan will be based on the job description and agreed priorities determined by the Executive Officer.

The first work plan is to be completed within one month of commencement with progress reviewed fortnightly by the EO.

**Accountability**
The Biodiversity Conservation Officer reports to the Executive Officer.

Public statements on behalf of NPA can only be made with the approval of the Executive Officer or President.

**Dispute Resolution and Grievances**
Our policy is to resolve grievances through consultation and should you at any time need to discuss any matter you are encouraged to contact the Executive Officer or the President. In the event of a dispute, NPA will follow dispute resolution procedures as expressed in Attachment A.

**Confidentiality**
NPA confidential material shall not be removed from the NPA office without the consent of the Executive Officer.

**Annual and Sick Leave Entitlements**
You will be entitled to four weeks paid holidays (pro-rata) each year. A portion of this leave must be taken in the Christmas/New Year period while the NPA Office is closed, unless otherwise agreed between the parties.

As a part-time employee, you will be entitled to ten days sick leave (prorate) per year.

You will be eligible for up to 12 months unpaid parental leave after you have 12 months service with NPA.

**Policies**
You will abide by any NPA policies and procedures in place from time to time. Copies of these policies are displayed and available to view at the workplace.

**Occupational Health & Safety**
It is the responsibility of all staff to ensure that their activities are carried out in a safe manner. Observation of any matter that would constitute an unsafe environment must be reported to the Executive Officer who will rectify the matter or isolate the problem immediately.

**Smoking and Alcohol Policy**
Smoking and the consumption of alcohol are not permitted on the premises during opening hours except for alcohol consumption where approved by the Executive Officer.

**Complaints from Members and Supporters**
You must project a pleasant and helpful attitude to our members, staff, volunteers and supporters at all times. Notify the Executive Officer immediately of any complaints, or if you experience any difficulty with dissatisfied or disruptive members, staff, volunteers or supporters.

**Appearance**
You must appear neat and professional at all times.

**Termination**
The initial period of the contract will be for twelve months with the option of NPA offering a new contract four weeks prior to the agreed end date. Otherwise the contract will automatically expire.

The contract can be terminated prior to the expiry date by either the Biodiversity Conservation Officer giving four weeks notice, or by the Executive Officer giving four weeks notice for termination of the contract, unless the parties come to a mutual agreement for variance of this termination period.

The Biodiversity Conservation Officer will be deemed to have resigned should they become a candidate for State or Federal Parliament.