

[Meeting name]

## Position Description

**Date: Tuesday, 22 October 2024**

### The organisation

As Australia's only national bird conservation charity, we are on a mission to put birds and nature on the path to recovery within a decade, leading and facilitating action that halts biodiversity loss and restores ecosystems. We can only achieve this with the help and support afforded to us by our diverse stakeholders including supporters, campaigners, donors, members and like-minded conservation organisations.

BirdLife Australia takes a science and evidence-based approach to bird conservation. Where strong conservation plans are in place and well-resourced the evidence tells us that threatened species can be brought back from the brink of extinction. With a 100-plus year history and Australia's strongest and longest-lived collection of data and surveys, BirdLife Australia brings a wealth of observation and experience to the protection of native birds.

BirdLife Australia is a diverse organisation with more than 330,000 supporters, donors, volunteers, campaigners and members, over 130 staff across Australia, and a network of more than 40 voluntary community groups.

BirdLife Australia is truly local to global, with a network of more than 40 voluntary community groups on the ground in Australia and is the Australian member of the BirdLife International partnership, the world's largest partnership for conservation.

Our growing network of people generously give their time, expertise, voice and financial support, standing together with us to help protect Australia's unique birdlife.

A significant part of BirdLife Australia's work is done by volunteers acting either alone, in organised groups or serving on Committees. It is important that all staff understand and appreciate the contribution made by volunteers, and are also mindful of their varying skills, interests and motivations.

BirdLife Australia acknowledges the important role First Nations People throughout Australia have played, and continue to play, caring for Country. We acknowledge their continuing connection to land, sea and community and pay respect to Traditional Owners and their cultures, and to their Elders both past and present. BirdLife Australia endeavours to facilitate the further engagement of Indigenous Australians in the research and conservation of our native birds.

### The role

The Threatened Species Coordinator plays an important role in helping BirdLife Australia achieve its strategic goal of improving outcomes for Australian birds.

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The role will manage and support conservation projects to prevent the extinction of threatened birds. For example, the South-eastern Glossy Black-Cockatoo and Plains-wanderer.

#### Position title

Threatened Species Coordinator

#### Position objective

The objective of this position is to manage projects to recover threatened birds, in line with BirdLife Australia's Bird Conservation Strategy.

#### Status

This is a 12-month fixed-term (parental leave) part-time contract (0.6FTE) to September 2025.

#### Reporting

This position reports to the Manager Priority Threatened Birds.

#### Staff reporting

No direct reports.

#### Remuneration / Job Level

Part time salary (pro rata) at Level 3, based on program complexity, scale, experience, and expertise.

#### Location

This position is preferably based in NSW (alternative locations will be considered based on strategic merit). This position offers the flexibility to work from home when not conducting fieldwork or stakeholder engagement activities.

#### Key relationships

**Internal:** Manager Priority Threatened Birds, Director Terrestrial Birds; NSW Threatened Species Coordinators; Executive Director Conservation and Science; Senior Advisor First Nations; the Data and Analytics team; communications, engagement and development staff.

**External:** Natural Resource Management authorities (e.g. Local Land Services and Catchment Management Authorities), universities, recovery teams, government organisations, non-government organisations landholders, Traditional Owners and representative groups, Local Government, community groups and the general public.

#### Travel requirements

Some travel within Australia will be required.

#### Duties

##### **Manage and support projects to prevent the extinction of threatened species**

- Project planning, including strategic planning and relevant desk top research to inform robust experimental design (where applicable).
- Achieve project objectives while tracking progress and expenditure.

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- Field work is not a significant part of this role, however should there be a need to support other projects that are undertaking field work this would include supporting the planning and delivery of field work including coordination and management of volunteers and staff.
- Prepare progress reports.
- Prepare applications for licenses and funding (where necessary).
- Support the development of funding proposals as required.

#### **Develop relationships with stakeholders**

- Initiate and build strong relationships with internal and external stakeholders.
- Participate as a member of recovery teams if required.
- Respond to queries related to projects and their associated birds.
- Provide support for projects led by team members, when possible.

#### **Support the community to conserve threatened birds**

- Develop evidence-informed, written guidance for the community.
- Work with landholders and collaborating organisations to protect and restore habitat.
- Engage community members in recovery actions, providing advice to a range of stakeholders and building the capacity of our network through information and advice.

#### **Selection Criteria**

##### **Essential**

- A highly motivated self-starter who is able to plan and manage their work proactively.
- A Degree in Conservation Biology, Environmental Science or related field with at least 2 years' experience working in the science or environmental sector.
- Demonstrated experience working collaboratively with stakeholders, including skills in relationship building.
- Demonstrated experience in and knowledge of threatened species conservation and recovery programs.
- Experience prioritising project tasks, reviewing and managing project deliverables, dealing with unexpected challenges, making informed project decisions, meeting project deadlines and operating within budget.
- Excellent verbal and written communication skills, including experience or skills in preparing project reports and publications.
- An appreciation and understanding of science-based conservation, and a desire to find practical solutions to delivering tangible outcomes for threatened birds.

##### **Desirable**

- Data management and analytical skills,
- Knowledge of desktop project management and communication tools, e.g. Avenza & Microsoft Teams

#### **Workstyle, attributes, and attitudes**

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- A positive outlook and ability to work collaboratively to achieve shared goals consistent with BirdLife Australia's values
- Demonstrated personal initiative and problem-solving skills
- Ability to work with a variety of people
- Reliable, dedicated and focused
- Ability to work well with minimum supervision and to take high-level responsibility for workplan delivery
- A willingness and capacity to work flexible hours as and when required

### **Workstyle, attributes, and attitudes**

- A high level of professionalism in all work.
- A strategic and innovative thinker.
- A team player with a highly collaborative style.
- Responds positively to feedback, can accommodate change and can provide constructive feedback.
- A willingness and capacity to work flexible and long hours as and when required and to travel to remote field sites.

### **Living our Values**

- Promote and role model appropriate behaviours that support BirdLife Australia's culture and values.
- Actively demonstrate organisational values.

<i><b>Passion</b></i>	<i><b>Excellence</b></i>	<i><b>Leadership</b></i>	<i><b>Collaboration</b></i>	<i><b>Integrity</b></i>	<i><b>Impact</b></i>
We bring people together around a love of nature	Science and knowledge is at the centre of everything we do	We empower and inspire people to lead with courage and purpose	We embrace diversity and work in partnership with mutual respect	Our success is based on experience, honesty, trust and fairness	We think globally, lead nationally and act locally

### **Safety statement**

Employees and potential employees should be aware that the requirements of the position include, but are not limited to:

- Limited attendance at evening or weekend meetings.
- Possible driving for extended periods and interstate travel.
- Long periods of sedentary desk and computer duties and telephone use.
- Possible lifting and moving of heavy equipment and objects.
- Overnight and weekend work in the field and at conferences.

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