



Nature Conservation Council

The voice for nature in NSW

POSITION DESCRIPTION: Programs Director – Healthy Ecosystems Program (Fixed Term, maternity cover)

Position Title	Programs Director – Healthy Ecosystems Program
Location	NCC Office Chippendale (location flexible)
Hours	Full time (5 days per week)
Reporting to	Chief Executive
Contract period	7 months
Salary	SCHADS Level 7.1 Minimum \$100,535 p.a (pro rata) plus Superannuation, based on experience

We are seeking a capable and motivated Programs Director with a talent for project management and demonstrated knowledge in ecological principles to coordinate delivery of the individual programs within the Healthy Ecosystems Program.

You will work closely with the Program Coordinators and associated Government and non-Government partners to provide high quality community engagement, education and training services to communities, and to improve the function of ecosystems and resilience of our landscapes.

Your key objectives will be:

1. Coordinate delivery of the individual programs within the Healthy Ecosystems Program including the Hotspots Fire Project, Bushfire Program and Large Forest Owls Project
2. Working with the NCC and NSW RFS Hotspots team and project partners ensure successful delivery of the Hotspots Fire Project
3. Build and maintain strong relationships with partners, stakeholders, funding bodies and relevant government agencies to further the goals of the Healthy Ecosystems Program
4. Develop resources that translate technical science into accessible and engaging information for landholders for each of the programs in the Healthy Ecosystems Program
5. Support strategic direction of NCC as part of the Senior Management Team
6. Manage expense and administrative duties

ABOUT US

Nature Conservation Council of NSW and the environment groups we represent have been winning protections for nature in NSW for more than 60 years. We've been at the centre of many of the state's iconic conservation battles and have notched up countless wins for nature and local communities.

Today, we work to clean up the state's dirty electricity system, end unsustainable tree clearing on farms and in our forests, bring our rivers back to health, give marine life in our coastal waters the protection it deserves and provide leadership on fire policy, education and ecology.

You can find more information about our work as the voice for nature in NSW at www.nature.org.au.

ABOUT THE POSITION

Role Purpose

The Healthy Ecosystems Program works in partnership and collaboration with Government agencies, consortiums and associations to provide high quality community engagement, education and training services to communities. Our team implements coordinated strategies to improve the function of ecosystems and resilience of our landscapes.

The Healthy Ecosystems Program (HEP) currently consists of the Hotspots Fire Project (Hotspots), the Bushfire program, and the Large Forest Owls Project. The Programs Director - Healthy Ecosystems Program works with the Program Coordinators and associated Government and non-Government partners, to deliver each of these programs, as well as the broader goals of the Healthy Ecosystems program. The Programs Director is also the Hotspots Fire Project Coordinator, working closely with the NCC and NSW RFS Hotspots team to deliver the program.

Key Areas of Responsibility

- Coordinate the strategic planning and development of the Healthy Ecosystems Program and identify opportunities to expand and diversify its delivery
- Working with the NCC and NSW RFS Hotspots team and project partners ensure successful delivery of the Hotspots Fire Project
- Work in close collaboration with project coordinators and program partners (through the Advisory Committees) to ensure successful delivery of the Healthy Ecosystems Program Programs (Hotspots, Bushfire Program, Large Forest Owls Project)
- Oversee effective coordination of the Healthy Ecosystems team, including financial admin, work plans, budgets, reporting and tracking of program activities and deliverables.
- Oversee central office functions and logistics and manage project information including website, media, newsletters, regional materials and information systems
- Manage volunteers, contractors and interns as needed
- Work to continue integrating the HEP into broader NCC organisation and support NCC to achieve its strategic goals

WE VALUE DIVERSITY

NCC is an equal opportunity employer, we know our capacity to drive change is increased when our team has a diversity of backgrounds and experience. We are committed to building on the perspectives, talent, experience, knowledge and skills that diversity brings to our organisation.

We are committed to diversity and inclusion and strongly encourage people of all cultures, genders, abilities, and experiences to apply.

SELECTION CRITERIA

We encourage you to apply even if you do not meet all the criteria listed below. Please indicate how your skills, talents and experience may be applied to meet the objectives of this role.

Talent & Capabilities

- Commitment and passion for conservation and objectives of the Nature Conservation Council of NSW

- Ability to project manage work to tight deadlines within a small project team
- High level written and verbal communication skills

Skills & Experience

- Knowledge of the NSW Keith Classification Vegetation system and NSW Fire Interval Guidelines
- Knowledge of the terrestrial ecology of eastern NSW including the role of fire in maintaining landscape health and bushfire management
- Basic knowledge of NSW bush fire planning legislation and regulations
- Networking, facilitation, and partnership skills
- Research skills and an ability to present (both written and orally) technical information in a way that is engaging and accessible
- Strategic planning, priority development and project delivery with a small team

Extra Points For

- Experience in online platforms including Google Earth, Six Maps, and other mapping platforms, EventBrite, Survey Monkey, Vimeo, WordPress, MS Office programs e.g. Word, Excel, PowerPoint
- Experience working with rural and First Nations communities
- Knowledge or experience of Cultural Burning practices with First Nations communities

The position will require occasional work after hours and or on weekends including travel to workshops throughout New South Wales.

HOW TO APPLY

Applicants must have a legal right to work in Australia.

To apply, email the following documents to ncc@nature.org.au by 5pm Monday 25th October:

1. Your **curriculum vitae**
2. A cover letter **addressing all the selection criteria** (no more than 3 pages). Please include information that demonstrates how you meet the criteria.

For more information, contact:

Kate McShea

Healthy Ecosystems Program Coordinator

ncc@nature.org.au

(02) 9516 0359