



Position Description and Selection Criteria

Position Title	Ranger Coordinator Asyrikarrak Kirim Rangers
Grade	\$80 000 (depending on experience and skills)
Department	Rangers
Reporting to	Deewin Kirim Board
Financial Authority/Capacity	In collaboration with the finance officer and Board, advise and assist to manage the annual budget, procurement, and human resources.
Number of Direct Reports	6-10 including full-time and part-time Rangers.
Other Internal Contacts	Rangers, financial staff, management and staff, Deewin Kirim Board of Directors.
External Contacts	Traditional Owners and community residents, Working on Country staff (Department of the Prime Minister & Cabinet), local service providers, other government departments and agencies (Fisheries, NAQS, DENR, NTG, EPA, etc.), the regional council, outstations, trainers, researchers, AAPA, auditors, and others.
Location	Peppimenarti – with frequent travel across the Thamarrurr Region.
Aim of Position	The Ranger Coordinator is required to oversee, support and empower Ranger program participants in completing their duties and responsibilities as per the Project Schedule “Jobs, Land and Economy”. Daily planning, organisation and oversight of male and female rangers as they carry out their duties for the Deewin Kirim ‘Working on Country’ program, as well as other associated contracts and activities including fee-for-service work, government contracts, research, nursery, and other projects. Ensure activities and projects are adequately supported, managed and reported against. Contribute to weekly, monthly and annual planning as necessary.
Key Focus Areas	<ol style="list-style-type: none"> 1. Support and supervision of employees in a culturally diverse environment. 2. Empower staff and support staff training and development. 3. Natural and Cultural Resource Management activities. 4. Stakeholder engagement - Traditional Owners, government agencies, partners and funding bodies, trainers, etc. 5. Asset management and maintenance. 6. Monitoring, analysis, reporting and record management 7. Basic finance and admin support as required.
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Help lead weekly meetings with Ranger team to plan work duties, and discuss any issues, problems, plan for visitors’ training and other activities. 2. Support and empower Rangers to undertake daily duties, including organising vehicle and equipment requirements and carrying out duties to a safe and effective standard. 3. Plan, organise and take the lead in operations in the delivery of 3 core projects - fire management, weed eradication and feral animals. 4. Liaise and consult with Traditional Owners and other stakeholders to

	<p>develop strategies and Rangers' work plans.</p> <ol style="list-style-type: none"> 5. Take the lead in asset and equipment management and maintenance, including weekly vehicle checks and cleans, regular maintenance, including preventative maintenance and ensure any problems or repairs are reported and actioned. 6. Ensure WHS standards are followed, including appropriate use of PPE and help to report any issues as they arise. 7. Provide timely and accurate reports to the Board, and to funding bodies. Ensure the program, at all times, complies with the relevant funding agreements including that KPIs are successfully met. Undertake monitoring, reporting and analysis of projects and support Rangers to do basic reporting of outcomes and any relevant issues. 8. Assist in the efficient management of the Ranger team in line with DK HR policies and social, cultural and Ranger program needs. 9. Support admin, finance and work reporting duties as needed. 10. Support coordination of meetings with TOs, Rangers and other stakeholders. 11. Support Ranger development and capacity building through coordinating certified training and supporting informal mentoring. 12. Be prepared to attend and contribute at meetings, conferences, training and other necessary events. 13. Regularly travel around the Thamarrurr Region, in remote areas, involving physically demanding work and overnights where required. 14. Other reasonable duties as requested by the Manager or in his/her absence, the Board.
Person Specification	<ol style="list-style-type: none"> 1. High level of communication skills (written and oral) 2. People management skills 3. Accountable, honest, acts with integrity 4. Experience in environmental land management 5. Excellent organisational and time management skills 6. Administration and financial skills 7. Intermediate to high level of computer skills 8. Problem solving and trouble shooting ability 9. Physically fit and capable to work outdoors in all weather conditions
Qualifications	Tertiary qualification in Environmental Science, Natural Resource Management, Community Development, or an equivalent level of on-the-job experience.
Experience	A minimum of 3 years' experience in a similar role is required. Experience working in a remote indigenous community is preferred.
Selection Criteria	<ol style="list-style-type: none"> 1. Tertiary qualifications in Natural Resource Management, or related field, or demonstrated equivalent expertise. 2. Demonstrated understanding of contemporary natural and cultural management theory and practice in an indigenous context. 3. Sound knowledge of procedures and practices involved in land management including the management of fires, weed eradication, feral animals, and sea country work. 4. A team player and leader who is flexible and well organised. 5. Ability to establish and maintain effective relationships with internal and external stakeholders in a cross-cultural context. 6. Demonstrated ability in the management of staff, preferably in a remote indigenous context. 7. Demonstrated ability to implement, oversee and report on land management projects. 8. Demonstrated ability to use and maintain assets (cars, boats, trailers, quads, etc.). 9. Demonstrated ability to communicate effectively with a broad range of stakeholder, Aboriginal Traditional Owners, government, and others.

	<ul style="list-style-type: none"> 10. Demonstrated ability to operate under pressure with minimal supervision and meet deadlines. 11. Demonstrated ability to handle confidential information and situations. 12. Proficient in the use of a computers including the Microsoft Office suite of programs (Word, Excel, Outlook) as well data collation and attention to detail.
Key performance indicators	<ul style="list-style-type: none"> 1. Ensures Rangers are supervised and supported to undertake duties, including fire management, weed eradication and recycling, in a timely and safe manner and that these are appropriately reported on. 2. Leads and mentors a team in a cross-cultural context 3. Establishes and maintains good working relationships with Traditional Owners and stakeholders while mentoring a team. 4. Ensures work is properly completed and reported on. 5. Ensures equipment and assets and maintained. 6. Supports planning and coordination tasks with Manager, staff and other stakeholders. 7. Learns quickly, uses own initiative, and displays attention to detail.
Other Requirements	<p>If you are interested in becoming part of diverse team and value challenging & rewarding work please send through your recent CV and Cover Letter addressing the above selection criteria and 2 referees.</p>