

Position Description

Position Title: Manager, Tebrakunna Ranger Program

Reports to: Chief Executive Officer

Location: Launceston

Employment Type: Full-time, 2-year fixed term contract



Role

The Manager, Tebrakunna Ranger Program leads the effective planning, delivery and development of MTWAC's Ranger Program across land and sea Country. The position manages Ranger Program staff, operational planning, reporting, budgets, assets, infrastructure and safety systems, while contributing to MTWAC's senior leadership, organisational strategy and long-term program sustainability.

Direct Reports

- Ranger Program Coordinators
- Senior Rangers
- Rangers

Key Relationships

The role works closely with the Chief Executive Officer, Business Development Manager, Circle of Elders, Ranger Program staff, Aboriginal community members, government agencies, funding bodies, research institutions, land managers and industry partners.

Key Responsibilities

Program Planning, Reporting and Budgeting

- Lead the development, implementation and review of annual work plans for the Tebrakunna Ranger Program, aligned with MTWAC's Healthy Country Plan, community priorities, funder requirements and approved budgets.
- Coordinate program reporting on outputs, outcomes, activity progress and expenditure to meet funding agreement, Annual Project Plan and Budget (APP&B), and organisational reporting requirements.
- Manage the Ranger Program operational budget, monitor expenditure, support financial acquittals and provide timely advice on budget risks, underspends, resourcing needs and funding compliance.
- Work with the Chief Executive Officer and relevant staff to identify opportunities to strengthen long-term program viability, including sustainable fee-for-service activity where culturally appropriate and operationally feasible.

Land and Sea Country Access

- Work with the Chief Executive Officer to secure and maintain appropriate access to land and sea Country, including Crown land, reserves and national parks, so the Tebrakunna Ranger Program can deliver approved activities in line with the Indigenous Rangers Program (IRP), IRP Activity Plan (APP&B) and MTWAC priorities.

Infrastructure, Vehicles and Equipment

- In collaboration with the Chief Executive Officer, secure, maintain and improve operational infrastructure and equipment at Tebrakunna and other identified locations across northern and north-eastern Tasmania.
- Manage vehicles, equipment and operational resources used by the Ranger Program, ensuring appropriate asset management, maintenance, recordkeeping, policies and safety systems are in place.

Governance, Policy and Safety

- Collaborate with the Executive Assistant to develop, maintain and review policies, procedures and safety documents required to support a safe, compliant and effective Ranger Program.
- Support the CEO and Program Coordinators to ensure MTWAC's policies, procedures and safety requirements are understood and followed by Ranger Program staff.
- Coordinate review, consultation and approval processes for Ranger Program policies and procedures, and support continuous improvement in operational governance.

People Leadership

- Lead recruitment, induction, probation reviews, performance reviews and personal development planning for Ranger Program staff.
- Support, engage and motivate staff by promoting a positive, inclusive, culturally safe and accountable working environment.
- Develop staff capability, succession pathways and leadership opportunities within the Ranger Program.

Senior Leadership and Organisational Contribution

- Contribute to MTWAC's broader strategies, plans and organisational priorities as a member of the senior leadership group.
- Identify opportunities for collaboration across MTWAC programs, staff, projects and activities to support integrated planning and delivery.
- Provide leadership advice to the CEO and Executive Team on Ranger Program performance, risks, needs and opportunities.

Stakeholder and Community Engagement

- Foster respectful and productive relationships with Aboriginal community members, the Circle of Elders, government agencies, funding bodies, research institutions, land managers, other ranger programs and industry partners.
- Support culturally appropriate engagement that reflects MTWAC's values of collaboration, respect, trust and self-determination.

Commercial Development

- Support the CEO and Business Development Manager to assess, develop and deliver commercial opportunities, including fee-for-service work through the Tebrakunna Ranger Program.
- Ensure commercial activity is considered in relation to cultural priorities, operational capacity, staff capability, risk, safety and long-term program sustainability.

Other Duties

Undertake other duties or tasks as reasonably and lawfully directed by MTWAC. This position description is intended to describe the primary purpose and responsibilities of the role and is not exhaustive.

Selection Criteria

Essential

- Demonstrated experience in senior program management, including operational planning, budget development, reporting, risk management and delivery of program outcomes.
- Strong understanding of Aboriginal cultural values, community priorities and culturally respectful ways of working with Aboriginal people, Elders, community leaders and young people.
- Demonstrated people leadership capability, including recruitment, supervision, performance development, succession planning, staff wellbeing and team culture.
- Proven ability to manage financial responsibilities, including budget monitoring, financial reporting, acquittals and funding compliance.
- High-level communication, negotiation, networking and relationship-building skills, including the ability to work effectively with government agencies, funders, land managers, research institutions, industry partners and other ranger programs.
- Demonstrated ability to manage vehicles, equipment, assets, operational infrastructure, safety systems and practical field-based work environments.
- Ability to contribute to organisational strategy, identify program risks and opportunities, and support sustainable program growth, including fee-for-service opportunities where appropriate.

Desirable

- Experience managing ranger teams, land management teams or field-based programs across land and/or sea Country.
- Experience working with Aboriginal organisations or in a cross-cultural community-led context.
- Knowledge of agribusiness, environmental services, cultural heritage, natural resource management or cultural tourism sectors.
- Familiarity with Australian Government Indigenous Rangers Program requirements, including Annual Project Plan and Budget (APP&B) processes.

Employment Requirements

- Current driver licence or capacity to obtain one, if required for the role.
- Capacity to travel and work on Country, including at Tebrakunna and other program locations, as required.
- Ability to comply with MTWAC policies, workplace health and safety requirements and relevant operational procedures.
- Any required pre-employment checks, licences, qualifications or clearances will be confirmed during recruitment.

Qualifications

Relevant qualifications are desirable but are not essential where applicants can demonstrate equivalent skills, knowledge and experience. Desirable qualifications include:

- Certificate III in Conservation and Ecosystem Management or similar.
- Certificate or Diploma in Leadership and Management or similar.