



## **Job Description: Policy Officer: Mt Lofty Ranges Southern Emu-wren and Fleurieu Peninsula Swamps Recovery Program**

### **The Organisation**

The Conservation Council of South Australia Inc (CCSA) is the peak conservation body for South Australia, representing over 50 of the State's conservation organisations. CCSA is an independent non-profit, non party-political, community based organisation that provides resources, advice and representation for the SA environment movement, and that leads many of the key conservation campaigns in SA.

CCSA's main purpose is to provide environmental advocacy and leadership through representation of its member groups, public education, campaigns and specialist projects.

### **POSITION DESCRIPTION**

<b>Title:</b>	Policy Officer: Mount Lofty Ranges Southern Emu-wren and Fleurieu Peninsula Swamps Recovery Program (MLRSEW and FPS Recovery Program)
<b>Remuneration:</b>	Full-time equivalent to SACS Award Level 5, \$55,477 - \$58,804 per annum (dependent on experience, plus 9% superannuation).

**Responsible to:** Biodiversity Program Manager

**Employment Basis:** 0.4 FTE (15.2 hrs per week)

**Contract Period:** To 30 June 2012, then subject to funding

**Transport:** Current license and access to own reliable vehicle for work related activities.

**Restriction:** This is a part-time position. The position is subject to a 3 month probation review. Continuation is subject to the ongoing availability of funding, need and an annual performance review.

Should the incumbent become a candidate for State or Federal Parliament, they must take leave without pay and if elected, will be deemed to have resigned.

**Location:** Office location is Level 1, 157 Franklin Street, Adelaide.

**Background:**

The Mt Lofty Ranges Southern Emu-wren (SEW) and Fleurieu Peninsula Swamps (FPS) Recovery Program (the Program) works towards the long-term recovery of the MLR Southern Emu-wren (*Stipiturus malachurus intermedius*) and Swamps of the Fleurieu Peninsula, endangered and critically endangered respectively, under the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act).

The Program is managed by the Conservation Council of SA and is guided by the Mt Lofty Ranges Southern Emu-wren and Fleurieu Peninsula Swamps (MLRSEWFPS) Recovery Team, which constitutes key stakeholders from community, government and natural resource management.

Through a strategic program of extension, expert advice, applied research and targeted on-ground works, the Program addresses key recovery requirements of the SEW and FPS. The close connection between research, on-ground action and subsequent policy advice is a key component of the relevance and success of the Recovery Program.

**Primary purpose of the position:**

The Policy Officer is focused on the Fleurieu Peninsula Swamp component of the Program. However, there will be the opportunity to be involved with broader native vegetation issues as they relate to MLRSEW dry heath habitat.

**Responsibilities:**

The position is responsible for providing both reactive and proactive policy activities to inform on-ground swamp management, conservation and recovery. The Policy Officer will work closely with the Ecological Research Officer to ensure that advice is based on the best available science. The Policy Officer will:

- Seek opportunities to advise and influence legislation, policy decisions, planning processes and development assessments to further swamp conservation, management and recovery
- Develop policy positions on issues with direct relevance to the MLRSEW and FPS Recovery Program
- Effectively communicate the outcomes of policy development to Recovery Program partners, collaborators and key stakeholders
- Develop and maintain relationships with relevant Recovery Program partners, collaborators, stakeholders, agencies and experts to foster engagement in swamp management, conservation and recovery
- Prepare briefs, reports, submissions and articles for publication
- Assist with preparation of recommendations and decisions related to program work
- Assist with drafting reports, policy and funding proposals for the continuation and improvement of the Program
- Prepare presentations on project work for the Conservation Council of SA and share skills, knowledge and perspectives on peer topics within the organisation where requested
- Participate in ConservationSA staff meetings, conferences, events, training and team building opportunities relevant to the biodiversity program
- Attend Recovery Team meetings comprising program staff, stakeholders and relevant experts
- Undertake other duties as required

**Selection Criteria:****Essential:**

- Degree in environmental management, policy, planning or equivalent
- Demonstrated experience in interpreting, reviewing and developing submissions on South Australian and Commonwealth legislation and policy impacting on wetland management and recovery

- Excellent written and oral communication and interpersonal skills
- Demonstrated ability to develop relationships and liaise effectively with a diverse range of stakeholders
- Demonstrated ability to respond efficiently and effectively under pressure
- Demonstrated ability to use initiative, work independently and contribute effectively to a project-based team
- High level of computer literacy
- Developed time and project management skills with the ability to self-manage work to tight time frames
- Current driver's license

**Desirable:**

- Familiarity with contemporary wetland management issues would be an advantage
- An understanding of recovery processes for threatened species and ecological communities
- Demonstrated experience in advocacy work
- Experience producing information and communication tools
- Experience working in the advocacy or community sector

**Organisational Relationship:**

The Policy Officer is supervised by the Biodiversity Program Manager and is responsible ultimately to the Conservation Council of SA Chief Executive.

The Policy Officer will liaise with and is supported by the MLRSEW and FPS Recovery Team and its individual members (on an as needs basis) and the Executive Committee as required.

The Policy Officer will work closely with the Ecological Research Officer, Ornithologist and Habitat Extension Officer employed through the Program and liaises with other Conservation Council of SA staff as needed.

**Extent of Authority:**

The Policy Officer is expected to exercise a substantial degree of autonomy in dealing with day to day issues as they arise and in organising and carrying out the duties specified in line with the Program's milestones. Requests for expenditure are approved by the Biodiversity Program Manager. The overall budget is approved by the Conservation Council of SA Chief Executive, in consultation with the Biodiversity Program Manager and Executive Committee.

**Conditions of Employment:**

Employment conditions are governed by the Conservation Council of SA Collective Agreement (June 2008 to June 2010).

Overtime is generally not available and must only be worked with permission, but time off in lieu can be negotiated with the Biodiversity Program Manager in accordance with the Conservation Council of SA Collective Agreement and relevant HR policy. Some out of hours work may be required and time off in lieu of overtime will apply.

Travel within the State is required. Payment for work-related travel in the incumbent's own vehicle will be made in accordance with the SACS Award. Interstate travel may be required from time to time.

CCSA staff are required to operate in a manner consistent with Occupational Health & Safety (OH&S) and Equal Employment Opportunities (EEO) policies.