



Senior Wildlife Rehabilitation Ranger

12 Month Contract - Full-Time - 7 Day Roster Position

The Nature Parks is an inspiring workplace and, as the largest employer on Phillip Island, offers a range of career paths. Our people are enthusiastic, committed and professional in what they do. They work across a broad range of activities and have many opportunities available to them should they wish to develop their skills, work in different locations or have a variety of roles.

The Senior Wildlife Rehabilitation Ranger will coordinate the Wildlife Rehabilitation Clinic, and staff working within the facility to rescue and rehabilitate sick and injured native wildlife on Phillip Island, with a strong focus on sea birds.

To be successful in this position you will need to address the following criteria:

- Minimum three years' experience working in a wildlife clinic or wildlife animal rehabilitation;
- A proven ability to pro-actively plan, coordinate, implement and monitor and evaluate programs of wildlife rescue and rehabilitation;
- Demonstrated experience in people management, including communications, training, and performance management;
- Experience in stakeholder management, including communication to both internal and external organisations staff and volunteers; and
- Highly developed communication and interpersonal skills.

Current manual driver's license, employee working with children check and First Aid certificate are also required prior to commencement.

Hours of employment are in accordance with a seven-day roster which includes evenings, weekends, public holidays and will work across our sites.

For further information on this position please contact Ben Thomas, Ranger in Charge on 0428 258 077 or visit our website: <https://www.penguins.org.au/about/employment/current-vacancies/>

Applications are to be submitted with resume and cover letter addressing selection criteria to recruitment@penguins.org.au by **Sunday 28 November 2021**.

The Nature Parks is committed to fostering a safe and inclusive culture and is committed to reconciliation with Aboriginal and Torres Strait Islander Peoples. We welcome applications from people with diverse skills & experience, including Aboriginal and Torres Strait Islander Peoples, people with disabilities, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds. We offer flexible work arrangements for our team including parents, carers, people with disabilities, people over 55 years old and employees impacted by family violence.

The Nature Parks is a child safe environment. Everyone at Nature Parks is responsible for the care and protection of children in accordance with our Child Protection and Safety Policy and Code of Conduct.



Position Description

SENIOR WILDLIFE REHABILITATION RANGER

Phillip Island Nature Parks (**the Nature Parks**) is a leading conservation and sustainable tourism organisation, established in 1996 by the State Government of Victoria.

We operate four tourism attractions including the Penguin Parade, the Antarctic Journey at the Nobbies, the Koala Conservation Reserve and Churchill Island, which attract over 1.4 million visitors annually.

We are also privileged to manage over 1,805 hectares of Crown land reserves, wetlands, and woodlands, and recognise that many of these areas hold deep cultural and spiritual significance for Aboriginal people. We acknowledge the Traditional Owners, and pay our respects to Elders past, present and emerging, and acknowledge the true history and their continued connection to place as we work and walk together.

As the largest employer on Phillip Island, our employees undertake a range of duties across multiple, diverse disciplines. Our culture promotes a positive and interactive working environment where team members collectively strive for the organisation's ongoing success.

As a visitor-funded, not-for-profit organisation, the Nature Parks' tourism attractions deliver ongoing funding for our environmental, conservation, research, education, and social programs, while also providing significant a contribution to the local, regional, and state economies.

The Nature Parks values diversity and inclusion. We value and respect each other's diverse skills, experience and backgrounds including Aboriginal and Torres Strait Islander Peoples, people with disabilities, people that identify as LGBTIQ+, and disadvantage groups to foster a safe and inclusive culture.

We offer flexible work arrangements for our team, including parents, carers, people with disabilities, and team members impacted by family violence.

The Nature Parks is a child safe environment, and we have zero tolerance for child abuse. All staff are expected to protect children from all forms of harm, in accordance with our Child Protection and Safety Policy and Code of Conduct.

PHILLIP ISLAND NATURE PARKS CORE VALUES

Communication - open and transparent sharing of information coupled with openness in our decision-making that values sharing ideas and consultation

Growth and Development – providing opportunity, embracing new ideas and encouraging personal and professional development

Leadership and Team Work – supporting and inspiring one another, the community, environment and our visitors in everything we do.

Respect and Integrity – treating people and our environment with fairness and integrity

Responsibility – personal ownership of behaviours to create solutions and take action to create a better future for the environment, community and our organisation

Sustainability – a commitment to balance environmental, social and economic interests for now and the future

This is why we are here - Our Purpose

To protect nature for wildlife and inspire people to act.

This is what we want to be - Our Vision

A place where conservation and ecotourism excellence inspire people to actively protect the environment.

These are the choices we make - Guiding Principles

Our organisation is underpinned by three principles which are all integral to our success and guide our decision making:

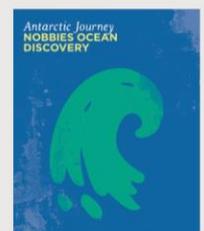
- 1 Nature conservation is paramount.
- 2 Visitor experiences should be authentic and inspire action.
- 3 Financial sustainability is key to our continued success.

CODE OF CONDUCT

Nature Parks employees are equally responsible for the success of the organisation. The organisation promises to create an environment in which all staff members can reach their full potential.

To achieve our success all employees promote our culture through conduct which supports our environment, visitors, suppliers, stakeholders and one another.

We achieve this through employees upholding the visions, values of our organisation, conducting work practices in-line with code of conduct and organisational policies and procedures.





POSITION DESCRIPTION

POSITION TITLE	Senior Ranger - Wildlife Rehabilitation
DEPARTMENT	Conservation
REPORTS TO	Ranger In Charge
DIRECT REPORTS	Environment Rangers
KEY RELATIONSHIP WITH	<p>Provides Guidance to:</p> <ul style="list-style-type: none"> • Environment Rangers • Conservation Department and other Nature Parks' staff • Visitors, media, key stakeholders • Volunteers, internship, students <p>Receives Guidance From:</p> <ul style="list-style-type: none"> • Conservation Manager • Ranger in Charge • Conservation Department staff • External statutory authorities (DELWP) • Animal Ethics Committee and Vet practitioners
CHILD SAFE POSITION CATEGORY	<p>Working with Children Check required Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Direct contact - This role involves interacting with, hosting, guiding, presenting to children that are under 18 years.</p>
SALARY	Scale 4
REVIEWED	October 2021

POSITION OVERVIEW

To provide leadership and strategic direction relating to the management and coordination of the Phillip Island Nature Parks Wildlife Rehabilitation Clinic and wildlife rescue programs. This position will also be responsible for the training and development of new and existing staff which work in the clinic, both internal and external to the Conservation Department.

The primary role of the Senior Ranger – Wildlife Rehabilitation will be the rescue and rehabilitation of sick and injured native wildlife on Phillip Island, with a strong focus on seabirds. However, the responsibilities are not limited to those listed, as it is a dynamic position required to have coverage over the diversity of environmental management programs and priorities outlined in the Nature Parks five-year Conservation Plan.



JOB SPECIFICATION

KEY RESPONSIBILITIES	DUTIES
Care and management of sick and injured native wildlife	<ul style="list-style-type: none"> • Coordinate the rehabilitation of sick and injured wildlife, with a strong focus on seabirds, in accordance with relevant legislation, policies and codes of practice • Liaise with industry experts to ensure the rehabilitation and captive management requirements of Phillip Island's threatened species are being met. • Update and communicate wildlife emergency processes and guidelines as per annual risk requirements.
Wildlife rescue programs	<ul style="list-style-type: none"> • Plan, coordinate and report on wildlife rescue and monitoring programs including the Short-Tailed Shearwater Rescue Program, and other wildlife activities which may arise • Maintain wildlife emergency supplies needed for oil spill and bushfire response • Organise the Wildlife Clinic for emergency events such as oil spills and wildfire
Environment Management	<ul style="list-style-type: none"> • Undertake daily management of the Nature Parks' environmental and cultural assets particularly habitat rehabilitation and revegetation programs when required • Participate in wildlife monitoring programs as required (Hooded Plover and Gull count, Cape Barren Goose Count, Eastern Barred Bandicoot surveys, etc) • Assist with fire management activities such as planned burning and fire suppression
Communication - Internal and external stakeholders	<ul style="list-style-type: none"> • Aid communication within and between team members and work centres to ensure Conservation team goals and achievements are recognised by all team members • Develop and foster partnerships with the community, government and non-government agencies • Attend and contribute to the Nature Parks Community and Environment Advisory Committee meetings, Board and manager's meetings o when required • Aid public information and media where required including preparation of press releases and participation in and supervision of media interviews • Respond to wildlife calls from the public and either provide advice or attend the site as appropriate
Maintain records, Planning and report writing	<ul style="list-style-type: none"> • Maintain database as required for all wildlife that enter the Clinic and prepare reports as required • Maintain databases including oil spill and other volunteer attendance databases associated with the wildlife clinic rescue and rehabilitation •
Budget Management & Reporting	<ul style="list-style-type: none"> • Ensure actions/tasks at the Wildlife Clinic are completed on time and within budget



	<ul style="list-style-type: none"> Report on actions of the Conservation Plan and aid the Ranger in Charge and Conservation Manager in formulating annual works, budgets and business plans for the Wildlife Clinic
Staff and Volunteer Management	<ul style="list-style-type: none"> Assist with coordination, induction, training and supervision of all staff, students, interns and volunteers, working in the wildlife clinic or taking part in wildlife rescue programs. Work with the Volunteer Coordinator to develop and evaluate volunteer, student and intern position descriptions and support recruitment into these roles. Work with the Ranger in Charge and Director of Research to ensure staff are allocated sufficient time working in the Clinic to maintain skills and adhere to the policies and procedures in place.
Wildlife Management support	<ul style="list-style-type: none"> At times, will undertake daily management of captive koalas and other threatened species including feeding and providing for their general care and welfare Ensure facilities are meeting animal welfare standards for rehabilitated wildlife.
Child Safety	<ul style="list-style-type: none"> Familiarise themselves with the Code of Conduct, and the Nature Parks policies and procedures in relation to child protection and comply with the requirements Promote child safety at all times Assess the risk of sexual and physical harm against children within their area of control and eradicate/minimise any risk to the extent possible. Educate employees about the prevention and detection of sexual and physical harm against children. Facilitate the reporting of any inappropriate behaviour or suspected abusive activities Sign the Child Protection Code of Conduct Agreement annually.
Risk and Compliance	<ul style="list-style-type: none"> Escalates identified or emerging risks or compliance obligations to the Executive/Management Team for consideration Maintains controls and processes identified for managing risks or achieve compliance obligations, and reports to their functional manager where controls are not meeting requirements
Leadership	<ul style="list-style-type: none"> Cultivates a workplace environment where teamwork, collaboration, innovation, and communications can thrive Provides feedback informally and formally through performance conversations and 1:1 catch ups Recognise staff for good work and celebrates achievements, consistency and effort Promotes a culture of safety and inclusion within team Enhances growth and development of individuals through on the job training, experience, and mentoring/coaching opportunities
Governance	<ul style="list-style-type: none"> Maintain understanding of, and ensure compliance with all values, guiding principles, policies, procedures, authorities and reporting requirements including: <ul style="list-style-type: none"> Model behaviour that is consistent with the intent, expectations and obligations of these



	<ul style="list-style-type: none"> - Identify and report opportunities for improvement - Monitor and report on compliance with policies and procedures - Contribute to the development and update of policies and • Develop and update procedures.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Promote a safety-first workplace culture • Ensure the safety of all employees, visitors and contractors by <ul style="list-style-type: none"> - Adhering to safe work method statements. - Complying with and following OH&S work practices. - Identifying and reporting workplace hazards, incidents and near misses • Actively participate in safety and wellbeing activities. • Maintain own self-wellbeing
Workplace Behaviour	<ul style="list-style-type: none"> • Promoting and respecting the practices of equal opportunity, diversity and equity in all the interactions at Nature Parks, which includes internal and external (visitors, contractors and volunteers) groups • Meeting organisational standards in relation to quantity and quality of work performed on an ongoing basis in a manner that is in compliance with all of Nature Parks policies and procedures • Behaving in a way that demonstrates our values, organisational workplace behaviour and code of conduct expectations • Wearing uniform in line with uniform guidelines and present for work with a professional, clean and tidy appearance • Attending and participating in learning and development activities, meetings and maintaining up to date knowledge of activities and events occurring within the Nature Parks
Respect at Work Diversity and Inclusion	<ul style="list-style-type: none"> • Actively supporting key diversity and inclusion activities and initiatives through understanding, education, attending internal/external events and being an active bystander in the areas of <ul style="list-style-type: none"> - Disability awareness - Aboriginal and Torres Strait Islander people cultural safety - Gender equality - Gender-based violence and; - Occupational violence and aggression • Support embedding Action Plans by respectfully working with Community Groups

WORKING AND ENVIRONMENT CONDITIONS

- Availability to work on a 7 day weekly roster, including evenings, weekends, and public holidays and special events.

	Low < 5Kgs and/or < 2 hours duration	Moderate 5-10Kgs and/or 2-6 hours duration	High > 10kgs and/or 6-8 hours duration
Working in an outdoor environment		✓	
Sitting	✓		
Standing		✓	
Walking (including over rough terrain or stairs)		✓	
Squatting / Kneeling / Bending / Twisting	✓		



Pushing / Pulling / Lifting / Carrying / Reaching	✓		
Computer usage (Keyboard/mouse/tablet)	✓		
Use tools (Shovels, hammers, and motorised hand tools)	✓		
Operate machinery (Chainsaws, Tractors, and All Terrain Vehicles)	✓		
Drive a Vehicle (Manual and golf buggy)		✓	

QUALIFICATIONS & CAPABILITIES

QUALIFICATIONS/ CERTIFICATES	<p>Commence employment with Nature Parks and maintain current at all times.</p> <ul style="list-style-type: none"> • Tertiary qualification in Veterinary Nursing, Wildlife Husbandry and/or relevant work experience • Police Check • Working with Children Check • Drivers' Licence • First Aid Level II and CPR 	
EXPERIENCE	<p>Essential</p> <ul style="list-style-type: none"> • A minimum of three years' experience working in a wildlife clinic or wild animal rehabilitation • Experience in communication and training including liaison with external organisations, visitors and volunteers • Sound understanding of seabird rescue, rehabilitation and release • A proven ability to pro-actively plan, co-ordinate, implement, monitor and evaluate programs of wildlife rescue and rehabilitation 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in managing captive wildlife • Knowledge and experience in habitat management, including pest plant and animal control • Knowledge of Victorian native flora, particularly coastal species • Experience in captive koala care and management
KNOWLEDGE AND SKILLS	<p>Essential</p> <ul style="list-style-type: none"> • A sound understanding of environmental management principles and practices, especially in wildlife husbandry, rescue and rehabilitation • Budget management and reporting • Experience in the use of GIS software to collect, process and analyse data to present reports • Knowledge in volunteer management • An excellent understanding of wildlife euthanasia policies, practices and procedures 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of captive animal management • Knowledge of wildlife reintroductions • Basic Wildfire Awareness Training or similar • General Firefighter (DELWP accreditation or equivalent) • Certificate in first aid for wildlife • Familiarity with plant and equipment such as trucks, chippers, tractors and elevated work platforms • Firearms License
PERSONAL CAPABILITIES	<p>Essential</p> <ul style="list-style-type: none"> • Sound leadership skills including the ability to train and mentor staff working in the Wildlife Clinic • Ability to work within a team environment and form good working relationships 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of legislation relating to Crown Land management • People conflict management and self-defence training



- Highly developed communication and interpersonal skills
- The ability to sustain long periods of outdoor physical activity and be flexible in working hours
- A working knowledge of occupational health and safety procedures and safety standards, equal employment opportunity and code of conduct (or similar)
- Ability to work independently and take initiative