



## **POSITION DESCRIPTION FORM**

### **Aboriginal Conservation Trainee**

#### **1. POSITION CONTEXT**

Nature Conservation Margaret River Region (Nature Conservation) delivers a range of conservation and community engagement programs aimed at addressing the key environmental challenges of the region and inspiring the community to value, respect and care for nature.

Nature Conservation acknowledge the Wadandi/Pibulmun people as the traditional owners of the land on which it works and is keen to develop genuine collaborations with Aboriginal people to jointly care for country. Nature Conservation is also committed to increasing opportunities for Aboriginal employment and training in its nature conservation related projects and programs.

Nature Conservation's programs provide opportunities for learning outcomes for people wanting to progress into a career in the nature conservation field. The Aboriginal Traineeship provides an opportunity for an Aboriginal person to build their skills and knowledge in an on the job training environment that will provide valuable experience to secure future employment.

Nature Conservation's Aboriginal Conservation Traineeship has been developed in collaboration with the Undalup Association and is generously funded by the Water Corporation through its Regional Liveability Partnerships Initiative.

Nature Conservation is an independent, community-based, not-for-profit organisation. It works with the community to protect and enhance the natural environment of the Margaret River Region. Further information about Nature Conservation Margaret River Region is available at [www.natureconservation.org.au](http://www.natureconservation.org.au)

#### **2. POSITION DETAILS**

##### **Position Title**

Aboriginal Conservation Trainee

##### **Position Term**

Contract commencing January 2021 and expiring 31 December 2021 with possible extension depending on funding arrangements and performance.

##### **Traineeship package:**

- Salary (0.2 FTE Pro rata WA Public Service depending on age)
- Superannuation (9.5% of Salary)
- 0.2 FTE Pro rata Annual, Personal and Long Service Leave
- Assistance with nature conservation related study fees at TAFE or University
- Training courses depending on current skills and interests.
- Possible complimentary cultural knowledge training with the Undalup Association.

**Location and Office Accommodation:**

Nature Conservation Margaret River Region Office, Margaret River Community Resource Centre, 33 Tunbridge Street, Margaret River, WA 6285.

**3. KEY TRAINING AREAS**

The key training areas that will be available include to the trainee include:

**Nature Conservation Training**

- Water quality sampling
- Fauna surveying (possum spotlighting, macro invertebrate sampling and possibly bird surveying)
- Bushland regeneration techniques, weed control, revegetation, dieback control
- Coastal restoration techniques – brushing, pig face transplantation, coastal planting
- Resource mapping and data management
- Fauna caring and reporting

**Cultural Knowledge Training**

- Caring for Country
- Cultural Mapping
- Traditional Fire Knowledge

**Other Possible Workplace Training**

- First aid
- OHS risk assessment
- Volunteer management
- Event planning and management
- Presentation and public speaking
- Computer skills

**Conservation Project**

The Trainee will also be encouraged to identify a personal conservation project to further develop skills learnt. The Trainee will be expected to work independently on this project over the course of the year when not undertaking other training.

**4. TRAINEE SELECTION CRITERIA**

1. Identify as an Aboriginal person
2. Interest in the natural environment and pursuing a career in nature conservation.
3. Interest in increasing Aboriginal cultural knowledge and building skills to care for country.
4. Willingness to develop oral and written communication and interpersonal skills to enable effective communication with a range of project officers and stakeholders.
5. Demonstrated ability to work independently.

The successful candidate will need to have the ability to work flexibility hours including some possible weekend and evening work (to a maximum of 7.5 hours) and be willing to obtain a 'Working with Children Check' (WCC) to enable involvement in schools education programs

## 5. SUBMITTING YOUR EXPRESSION OF INTEREST

Your expression of interest should include the following:

1. A cover letter outlining your interest in the traineeship.
2. Statement addressing the selection criteria;
  - treat each criteria separately
  - explain how you meet the criteria
  - use examples to demonstrate your specific interest, skills and knowledge.
3. A brief Curriculum Vitae providing the following information;
  - Full name and contact details
  - Career objective – where you would like to work and what you want to achieve in your career
  - Description of education level ( Year 12, TAFE, University)
  - Description of any related work experience and skills starting with the most recent.
4. Referees: Please choose two personal or work references. The selection panel may contact these people to better understand your suitability. You should always advise your referees of the position and selection criteria required before nominating them in your expression of interest.

## 6. RECRUITMENT AND SELECTION PROCESS

Nature Conservation Margaret River Region is committed to fair, equitable and transparent selection processes. Key steps in this process include:

1. Expressions of Interest (EOI) are submitted by the due date **4.00 pm Friday 27 November 2020**. Applications should be forwarded by email to [caroline.hughes@natureconservation.org.au](mailto:caroline.hughes@natureconservation.org.au).
2. A Selection Panel considers EOIs against the selection criteria and invites short listed applicants for interview.
3. Interviews are conducted.
4. All applicants notified.
5. Feedback is available by contacting Caroline Hughes on 9757 2202 or [caroline.hughes@natureconservation.org.au](mailto:caroline.hughes@natureconservation.org.au).

**Any questions should be directed to Caroline Hughes, Executive Officer on 9757 2202 (Tues-Thurs) or 0421 750 408.**