

# Role Description

## Wildlife Conservation Officer

Cluster	Department of Planning & Environment
Agency	Office of Environment and Heritage
Division/Branch/Unit	Taronga Conservation Society Australia
Location	Taronga Zoo
Classification/Grade/Band	Clerk 5/6
Kind of Employment	Temporary, ongoing
ANZSCO Code	xxx
PCAT Code	xxx
Date of Approval	September 2016
Agency Website	<a href="http://www.taronga.org.au">www.taronga.org.au</a>

### Agency overview

The Office of Environment and Heritage (OEH) cares for and protects NSW's environment and heritage, which includes the natural environment, Aboriginal country, culture and heritage, and built heritage. **Taronga Conservation Society Australia (Taronga)** forms part of the OEH. Taronga's vision is to create a shared future for wildlife and people. Through our efforts we protect threatened and priority species, increase understanding of wildlife and inspire community action.

### Primary purpose of the role

The Wildlife Conservation Officer role assists the Manager of Population Development and Welfare and the Manager of Conservation and Recovery Programs in supporting population planning and implementation, conservation and recovery programs and the development and delivery of animal welfare policy and procedure.

The Wildlife Conservation Officers also play a vital role in science communication both internally and externally; assisting in the preparation and dissemination of communications, reports and publications. This also includes the management of databases and files to capture involvement and leadership in conservation, welfare and animal population integrity and sustainability.

### Key accountabilities

- Establish animal transfers that support Taronga's animal population objectives, and achieve genetic and demographic population goals.
- Deliver dynamic, engaging and compelling presentations to a variety of stakeholders ranging from politicians to local communities and researchers to NGOs.
- Work cooperatively with a wide variety of partners to set and implement plans for the recovery of threatened and priority species whilst contributing to enhance Taronga's reputation for excellence in threatened species management and recovery through relevant publications, presentations, reports and the timely transfer of information to Taronga's communications team.
- Support in the development of grant applications and reports.
- Lead and assist with innovations and activities related to establishing populations of native fauna in New South Wales.

- Plan, implement and review the animal collection plan for the allocated species group providing advice, assistance and support to TCSA staff and management on the management of animals within the collection including welfare, husbandry and exhibit design and maintenance
- Work effectively as a member of a high performing team including peers, volunteers and students to assist Taronga in its achievement of strategic outcomes.
- Comply with sustainability practices in the workplace to help achieve Taronga's sustainability targets and reduce environmental impact.

### Key challenges

- Conducting operations in alignment with relevant state and federal animal welfare and biosecurity legislation
- Managing complex stakeholder relations, expectations and completing priorities
- Influencing relevant legislative and regulatory authorities with regards to Taronga's and the recovery program goals
- Helping to secure funds to implement recovery team and project objectives
- Accountable for strategically managing the animal population to support Taronga's conservation outcomes and regional and global species management objectives for allocated taxa.

### Key relationships (employee)

#### Internal

Manager/Supervisor	To receive direction, instruction and performance feedback; to provide support and information; and to ensure ongoing communications and a professional working relationship
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Team and other Taronga colleagues	To work professionally and collaboratively together; to provide/receive support, information and services; and to ensure ongoing communication, professional working relationships, and a positive and productive team culture
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#### External

Stakeholders including the Office of Environment and Heritage Botanic Gardens Trust	To receive/provide information, assistance, excellent customer service and/or work collaboratively together; and to represent Taronga in a professional and ethical manner
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University experts

Donors

Communities

### Role dimensions

#### Decision making

The position manages complex projects and relationships related to the recovery of selected priority and threatened species, animal welfare and population planning and implementation.

Decisions outside of the scope of this role are to be escalated to the Manager of Population Development and Welfare or the Manager of Conservation and Recovery Programs as is applicable.

This role is expected to follow management instructions and uphold Taronga's Code of Conduct, Policies, Procedures, Charters (WHS, Customer Service & Animal Welfare) and Environmental Sustainability endeavours

Take reasonable care for own safety and ensure own conduct does not adversely affect the health and safety of others.

Project a positive company image, work constructively as a Taronga team member, and report Taronga Compliance breaches

#### Reporting line

This role reports to the Manager Conservation and Recovery Programs.

#### Direct reports

There are no direct reports

#### Budget/Expenditure

The position has no delegated financial sign off authority

#### Essential requirements




- Tertiary qualifications in animal biology, small population management or other related discipline.
- Good understanding of ecological processes and wildlife population management
- Experience undertaking wildlife conservation activities and/or research
- Demonstrated stakeholder management, project management and organisational skills
- Obtain and maintain a current volunteer NSW Working with Children Check at own expense.

#### Capabilities for the role


The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

#### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	<b>Display Resilience and Courage</b>	<b>Adept</b>
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	<b>Influence and Negotiate</b>	<b>Intermediate</b>
	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	<b>Finance</b>	<b>Intermediate</b>
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate **immediate** competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback/advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Relationships</b> Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> <li>• Utilise facts, knowledge and experience to support recommendations</li> <li>• Work towards positive and mutually satisfactory outcomes</li> <li>• Identify and resolve issues in discussion with other staff and stakeholders</li> <li>• Identify others' concerns and expectations</li> <li>• Respond constructively to conflict and disagreements</li> <li>• Keep discussion focused on the key issues</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Business Enablers</b> Finance	Intermediate	<ul style="list-style-type: none"> <li>• Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending</li> <li>• Take account of financial and budget implications, including value for money in planning decisions</li> <li>• Present basic financial information to a target audience in an appropriate format</li> <li>• Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them</li> <li>• Display an awareness of financial risk and exposure and solutions to address these</li> </ul>