



LARRAKIA NATION

ABORIGINAL CORPORATION

ICN 3170

RANGER TEAM LEADER

ABOUT THE CORPORATION

Larrakia Nation Aboriginal Corporation (LNAC) is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

LNAC is a not-for-profit organisation, receiving the majority of its operating expenses from funding from the NTG & Commonwealth Governments.

POSITION DETAILS

JOB TITLE:	RANGER TEAM LEADER
LEVEL:	5.1
PROGRAM:	RANGER PROGRAM
LOCATION:	1/2 Travers St, Coconut Grove
POSITION:	FULL TIME – Fixed Term
REPORT TO:	PROGRAM MANAGER
SUPERVISION:	SENIOR RANGERS, RANGERS & TRAINEES
MORE INFO:	HR Department T: 08 8948 3733 E: hr@larrakia.com

Reviewed January 2018

PROGRAM DETAILS

Larrakia Rangers are funded through a mixture of grant funding and fee-for-service activities to undertake a variety of environmental monitoring and management activities on Larrakia traditional country.

Larrakia Rangers are substantially funded by the Indigenous Land Corporation.

The future of the program is based on a greater emphasis on fee-for-service activities, which will require a more commercially resilient structure.

Larrakia Rangers also have an important role in training community members interested in land and sea management using both traditional and modern ecological knowledge systems.

KEY RESPONSIBILITIES

OBJECTIVE: Supervise a team of Senior Rangers, Rangers and Trainee Rangers. While assisting the Program Manager in the management of the division, to successfully deliver projects and activities within contractual obligations.

- Under the supervision of the Program Manager, is responsible for the successful implementation of all Rangers contracts in a timely manner and according to budget, and in accordance with the contractual obligations;
- Is responsible for the scheduling of work to meet contractual objectives, and for the planning of required resources, including staff and equipment;
- Provide support and supervision to the Senior Rangers, Rangers and Trainee Rangers to ensure successful delivery of the program, as well as their adherence to LNAC policies and procedures;
- In coordination with the administrative staff of Rangers and HR, is responsible for the assessment, scheduling and implementation of the training program of the Rangers;

KEY RESPONSIBILITIES

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- Ensure the Ranger Program is compliant with OH&S regulations specifically in dealing with hazardous chemicals and manual handling;
- Assist the Program Manager with compliance with funding requirements relating to performance reporting;
- Supervise and coordinate rosters, sign in and out book and timesheets;
- Support the development of positive working relationships with staff, the community and stakeholders through effective communication and team work;
- Support and mentor Ranger staff and keep up to date with program and legislated requirements;
- Ensure program assets are managed and maintained to the highest standard;
- Ensure effective communication, including involvement and contribution to regular and consistent team meetings and handovers;
- Provide regular reports to the Program Manager as required;
- Assist the Program Manager with the tendering, negotiation and progress reporting of contracts;
- Other position related duties as requested by the Program Manager; and
- Maintain respect for Larrakia people and traditional country.

KEY QUALITIES

LNAC considers that the following personal qualities are vital to the **Team Leader**.

Organisational

- Share accountability with the Program Manager
- Accountability for management of Rangers resources
- Demonstrated ability to work in a team environment and autonomously as required
- Understanding of professional development and training needs
- Assist in operational and strategic planning

Personal Attributes

- Flexibility to adapt to new situations as they arise
- Possess drive, commitment and a sense of humour
- Ability to work within tight timeframes and regularly monitor deliverables
- Ability to source cooperation and assistance from other staff, management and community members
- Outstanding interpersonal skills and manner
- Willingness to adapt to work in a challenging environment
- Genuine appreciation of Indigenous people and culture

Commitment, Attitude and Application to Duties

- Provide courteous and prompt attention to information requests
- Demonstration of a positive and proactive attitude with strong initiative
- Promote the organisation in a positive manner at all times
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace
- Observe all safe work practices

SELECTION CRITERIA

Applicants **MUST** possess the following:

SC1	Certificate IV or strong relevant experience in the field of Conservation and Land Management (or closely related discipline/s)
SC2	Proven experience in staff management, including strong leadership qualities and the ability to maintain the respect and loyalty of staff
SC3	Ability to manage contracts within planned timeframe and budgets, as well as quote jobs and oversee operational expenditure
SC4	Proven mid to high level of administrative skills, including knowledge of OH&S regulations and understanding of policies and procedures
SC5	Capacity and ability to share knowledge and skills with other staff members
SC6	Understanding of Larrakia community history and contemporary situations as well as a working knowledge of the professional Conservation and Land Management field
SC7	Proven time management skills
SC8	Current NT Driver's License (C Class minimum)

It would be considered an **advantage** if applicants also possess:

1	Tertiary qualifications in the field of Conservation and Land Management (or closely related discipline/s)
2	Coxswain qualification and land and sea mapping tools and techniques, including GIS and iTracker experience.
3	Identify as Indigenous

Note: All applicants, prior to an offer of employment, will be required to provide at least **two** current, verifiable referees, undertake a Police Clearance, Working with Children Check and successfully complete a pre-employment medical, drug test and fitness test. An offer of employment will only be provided with successful completion of the above.

EMPLOYEE ENDORSEMENT: (Sign below & initial each page **ONLY** if offered employment)

I, _____ [PRINT FULL NAME] understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, regarding my skills, training and experience.

Sign: _____ Date: ____ / ____ / ____