

## **POSITION DESCRIPTION**

### ***TIVOLI DRIVE IN***

### ***CONSERVATION & LAND MANAGEMENT***

### ***COORDINATOR***



#### **Job brief**

The Conservation & Land Management Coordinator primary role is to lead a team of SQW Work Traineeship Participants and project manage the rehabilitation of bushlands located at the Tivoli Drive In developing a vibrant parkland reserve for community enjoyment and education.

The Conservation & Land Management Coordinator will work to ensure that the rehabilitation of the bushlands is successful and cost-effective, paying attention to budget and time constraints.

The Conservation & Land Management Coordinator will have a thorough knowledge of current industry practices and procedures with a demonstrated ability to initiate and maintain liaisons within the Land Conservation Industry

The Conservation & Land Management Coordinator will be an enthusiastic person with fresh ideas and the organizational and team leadership skills required to not leave anything about an event to chance.

#### **Responsibilities**

**Reporting directly to the Executive Director:**

- Network with local residents groups, representatives from the Queensland Department of Environment; Ipswich City Council Department of Environment and Sustainability and other stakeholders in the project
- Project Manage the rehabilitation of the bushlands from start to finish in line with agreed material outcomes and budgeted guidelines.
- Manage Skilling Queensland for Work Land and Conservation work trainees providing work skills coaching and mentoring, allocating roles, and team HR management responsibilities
- Planning and managing the Rehabilitation of the Bushlands including
  - Development of Parklands design concept with full compliance with Department of Environment guidelines
  - Suggest cost effective solutions to environmental challenges
  - Prepare Project budgets and ensure adherence
  - Liaise with community groups and stakeholders, government agencies and suppliers during all elements of the project delivery to ensure that everything is on order
  - Coordinate all operations relating to the Project including booking and confirmation of sub contractors and tradespeople
  - Supervise all personnel involved in Project (SQW trainees, Community Volunteers, etc.)

## Requirements

- A minimum of 3 years proven experience in Conservation, Land Management and/or Parkland Landscaping with a strong understanding of Queensland native flora and fauna
- Skilled in Project Management including
  - Use of MS Excel and other software tools to develop and manage Budgets
  - Use of PC software tools for project management
- Outstanding communication, networking and negotiation skills
- Excellent Organisational and Problem solving skills
- A team player with demonstrated leadership skills
- Demonstrated creative flair with innovative suggestions to enhance the projects success
- A passion for building Community and assisting Community Organisations.
- A Certificate IV, Diploma or Bachelor level qualification in Conservation & Land Management

## To Apply

Email a copy of your resume to: [jobs@tivolidrivein.com](mailto:jobs@tivolidrivein.com) with the subject "Conservation Manager" . Applications close 5pm on Friday 21<sup>st</sup> January 2022

### *Be Sure to include*

- Name, Address, Mobile Phone, Email and Date of Birth
- Details of any Secondary Schooling or Tertiary education (including details of any Certificates or Qualifications commenced or completed)
- Any previous employment or work experience
- Interests and Hobbies

