



National Parks Association of Queensland Inc.

Position Description: Conservation Manager

Position:	Conservation Manager
Location:	National Parks Association of Queensland Inc. 36 Finchley Street, Milton, Brisbane QLD
Hours:	Flexible hours 24 hours per week.
Remuneration:	\$50,500 pa plus 10% Super
Role	Responsible for achieving position accountabilities.

POSITION SUMMARY

The National Parks Association of Queensland (NPAQ) promotes the preservation, expansion and good management of National Parks and natural areas in Queensland.

Working closely with the NPAQ Council and Operations Manager, your role is to contribute to the achievement of NPAQ's mission by applying an evidence-based approach to advocating for the National Park estate, , and strengthening the Association's relationships with key stakeholders.

Your position, guided by the Council:

- Advocates for the protection, expansion and good management of national parks and the broader protected area estate;
- Supports the development and application of scientific, practical and professional knowledge in advancing nature conservation;
- Contributes to NPAQ's credibility, and increases professional recognition of its advocacy;

You have experience and/or specific capability in the following areas:

- A passion for the environment, and in particular for nature conservation;
- Conservation, environmental science and/or policy skills and/or experience;
- The ability to build and manage strong relationships at the highest level including senior government, industry and politicians;
- The ability to negotiate and advocate for positive outcomes for protected areas;
- Competent professional, organisational, delegatory and administrative skills;
- High level communication skills.

ACCOUNTABILITIES

Your duties will generally encompass, but not be limited to, those outlined below.

Overall Accountabilities

- Advocate for the Association's purpose / objectives to ensure NPAQ's credibility as the peak body for protected areas in Queensland is maintained.
- Participate in strategic and operational planning, monitor success and report to NPAQ Council as determined.
- Work as part of the NPAQ Team (staff and volunteers); and lead projects and actions, as assigned.
- Supervise volunteers, contractors and service providers to deliver some accountabilities, as required.

Key Accountabilities

Advocacy

- Build and maintain relationships for protected areas with appropriate elected representatives, senior government and industry officials and NGOs.
- Advocate for Queensland's national parks and protected areas: 1) government and other policies and programs that maximise their protection for conservation purposes, 2) appropriate levels of funding and 3) the growth of the protected area estate.
- Coordinate and develop approved advocacy research, plans, submissions, campaigns, reports, as required

Partnerships

- Liaise with government and other stakeholder groups, especially environmental NGOs, that have an interest in protected areas to ensure achievement of outcomes in line with strategic and operational direction.
- Build and maintain viable partnerships throughout the State for the achievement of tangible conservation outcomes for protected areas.
- Maintain and seek advice from the NPAQ Scientific Advisory Body in advocacy decision-making
- Build and maintain partnerships with other State and Commonwealth bodies in nature conservation and protected areas, e.g. represent NPAQ at National Parks Australia Council meetings

Communications

- Be an active member of, and provide advice to, the Advocacy Committee and Council, as required;
- Prepare occasional advocacy and conservation articles and other materials for selected NPAQ communications, website, social media and media releases
- Demonstrate technical and conservation competence and professionalism in all communications.

Administration

- Carry out office and NPAQ administration, as required.
- Carry out business operations, as required

Relationships

The position reports directly to the President, on behalf of the Executive, and through the HR Committee. The role works closely with:

- The President and Advocacy Committee for strategic direction, priorities, advice and support;
- Operations Manager and/or other office staff for office coordination and partial cover (on leave etc);
- HR Committee for HR matters;
- Volunteers, students and contractors to meet their scope of work accountabilities.

Other key relationships are:

- NPAQ Council;
- Contractors and consultants;
- Members; financial supporters and online supporters;
- Sponsors.

Selection criteria

Organisational

1. Ability to understand the contribution made by not-for-profit and member-based organisations, supported by an ability to understand and identify with the culture and values of the Association. (essential)

Education and Qualifications

2. Equivalent to degree level qualification in natural resource or environmental management, conservation or similar. (essential)

Skills

3. Proven organisational, coordination and project/program management skills. (essential)
4. Demonstrated nature conservation / environmental science skills with an understanding of relevant legislation and policy (essential)
5. Demonstrated excellent verbal, written and collaboration skills. (essential)
6. Proven team and supervisory skills (essential)

Experience

7. Demonstrated advocacy experience. (essential)
8. Proven relationship building and maintenance experience that delivered positive outcomes. (essential)
9. Proven environmental / nature conservation and policy / practice experience (essential)

Desirable Criteria

1. Successful experience of working in a not-for-profit organisation. (desirable)

This role description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by the Executive and Council, and as necessitated by the development of this role and the development of NPAQ.

Applications should be forwarded to president@npa.org.au by COB Friday 22nd October2021.