



Conservation Ecology Centre Cape Otway

The Conservation Ecology Centre's vision is an Otways once more vibrant with wildlife. We work collaboratively to restore habitats and build knowledge to create a safe and secure future for the region's most threatened species.

We are seeking a Wildlife and Interpretation Manager to join our team, caring for and managing our resident wildlife and conducting regular guided tours to engage the wider community in our work. A key element of this role will be advising and assisting with the creation of a leading new ecotourism social enterprise, Wildlife Wonders, particularly in regards to wildlife management and visitor experience delivery.

Position Description – Wildlife and Interpretation Manager

Term: 12 months full time

Based: Conservation Ecology Centre, Cape Otway, Victoria. Other locations as required.

Salary: \$55,000 - \$57,000 plus Superannuation

POSITION OBJECTIVES

Develop and implement Wildlife Management Plans for resident wildlife to ensure health and wellbeing of display animals.

Develop and implement exceptional guided wildlife experiences for Great Ocean Ecolodge guests and other groups as required.

Contribute to CEC development and forward planning processes, particularly in wildlife tourism.

Assist with wildlife and interpretation elements of the development of Wildlife Wonders.

Assist with conservation and research programs as required.

Fulfil organisational objectives in accordance with approved plans, policies, procedures and guidelines.

KEY RESPONSIBILITIES

1. Wildlife care and management

Develop, review and implement Wildlife Management Plans for resident wildlife including habitat management, behavioural enrichment and monitoring of health and wellbeing.

Develop and maintain positive relations with wildlife breeding facilities such as zoos and wildlife parks to source new animals.

Develop and maintain positive relations with wildlife professionals such as veterinarians and keepers to ensure high levels of care.

2. Interpretation

Develop and implement an Interpretation Plan.

Implement daily guided walks for Great Ocean Ecolodge guests (weekdays) and other groups as required, showcasing wildlife (both resident and wild) and ecosystems and promoting the Conservation Ecology Centre conservation programs.

Develop, facilitate and monitor compliance of policies, guidelines and procedures related to organisation-wide interpretation.

Leverage existing and emerging technologies to engage visitors and other audiences in wildlife conservation.

3. Organisational Development

Review wildlife display and interpretations activities and relevant interpretative materials to ensure they are linked to organisational values, goals and objectives, and leverage assets across the Great Ocean Ecolodge and Conservation Ecology Centre to enhance its brand and reputation.

Assist with wildlife and interpretation elements of the development of Wildlife Wonders.

Contribute wildlife and interpretation expertise to the CEC Fundraising Strategy and collaborate to develop fundraising communications and integrate fundraising into visitor interactions.

4. Conservation

Assist with conservation and research programs as required (may include field work and data entry from time to time).

5. People and Teams

Work closely and collaboratively with the CEC team (including, staff, volunteers, partners and supporters) to meet organisational goals and strategies.

Model positive leadership to facilitate forward thinking, creativity and innovative solutions.

Contribute to the development of annual work plans to support organisational objectives.

6. Budget

Contribute to the development of the wildlife care and management and interpretation budget.

Monitor expenditure in accordance with the budget.

Work with the Executive team and others to ensure optimum value is achieved in wildlife care and management and interpretation.

7. Reporting

Monitor and report on the evaluation of wildlife care and management and interpretation initiatives.

Oversee maintenance of appropriate databases.

Submit clear and concise reports as required.

SPECIALIST SKILLS AND KNOWLEDGE

A relevant tertiary qualification and/or demonstrated work experience in relevant area, such as wildlife care and management and guiding.

Ability to inform and implement organisational policies and strategies.

Ability to attract and retain arrangements with partners/supporters.

Excellent problem solving and analytical skills with an ability to develop innovative and creative solutions to problems.

Demonstrated capacity to implement and lead projects in a change environment including the ability to organise and prioritise effectively, undertake multiple tasks, meet tight deadlines and budgets whilst modelling initiative, flexibility and enthusiasm.

Highly developed wildlife care and management skills, including experience in day-to-day care and management of Australian wildlife. Experience with both captive and free-ranging wildlife populations preferred.

Highly developed face-to-face communication skills, including experience in guiding and engaging the wider community with wildlife and conservation.

MANAGEMENT SKILLS

Contribute to and actively participate in the development of the CEC.

Actively contribute to strategic and operational planning, development and review of policy and management, specifically the Wildlife Care and Management Strategy.

Actively seek and identify opportunities and work collaboratively to contribute to the achievement of the CEC's vision, mission, goals and strategies.

Submit clear and concise reports in relation to Wildlife and Interpretation operations and key performance indicators according to organisational timelines and requirements.

INTERPERSONAL SKILLS

Highly developed interpersonal communication skills.

Ability to gain cooperation and deliver projects whilst developing and maintaining relationships with key stakeholders.

QUALIFICATIONS AND EXPERIENCE

Qualifications and/or experience in wildlife husbandry.

Qualifications and/or experience in guiding and interpretation.

KEY SELECTION CRITERIA

Tertiary qualifications/proven experience in a relevant discipline.

Collaborative approach to organisational development, challenges and successes.

Ability to manage diverse projects.

Exceptional relationship management skills.

Demonstrated ability to:

- identify and articulate key messages
- ensure wellbeing of resident wildlife
- develop and implement strategies that will contribute to high quality engagement, new opportunities and strong partnerships with key stakeholders

Current Victorian Drivers Licence

How to Apply

Please submit your CV (including contact details of three professional referees) along with a letter addressing the key selection criteria (max 2-3 pages) to lizzie@conservationecologycentre.org

Applications close 31st January 2018.