

January 2019

Connecting Country position description Monitoring Coordinator

Connecting Country is a community-operated organisation working across the Mount Alexander region to connect people and landscapes in ways that support a healthy, resilient and productive natural environment.

Position overview

The Monitoring Coordinator is responsible for managing Connecting Country's biodiversity monitoring activities, in accordance with the 'Monitoring and Evaluation' component of Connecting Country's Strategic Plan, and leading their strategic evolution over time. Woodland bird monitoring is the major focus, but monitoring also encompasses nest box surveys, reptile and frog surveys and vegetation surveys.

Connecting Country's biodiversity monitoring began in 2010 and is central to our ongoing efforts towards habitat restoration and healthy environments in the Mount Alexander Region. Rigorous, long-term monitoring is essential to determine if threatened species are declining, or on-ground habitat restoration is successfully increasing populations of at-risk species, such as brush-tailed phascogale and woodland birds.

This is a part-time role (two days per week) based in the Connecting Country office in Castlemaine, Victoria.

Required skills

This position requires the ability to:

- Understand scientific requirements for robust project design and data collection.
- Engage and communicate effectively with people and groups from a range of backgrounds.
- Understand community groups and how they operate.
- Identify local plants and animals.
- Write clearly and concisely and communicate scientific concepts in simple language.
- Work both independently and as part of a small team, being flexible as the situation demands.
- Plan and manage project activities, budgets and schedules.
- Manage time and workload, managing multiple projects and tasks simultaneously to meet deadlines.
- Be responsible, reliable, adaptable and solution-focussed.
- Delegate tasks effectively where appropriate.
- Exercise good judgment, make ethical decisions and set priorities.
- Manage scientific data collection and databases.
- Use Microsoft Office and other relevant software.
- Drive a manual four-wheel drive vehicle (with training if required).

This role requires an appropriate qualification related to environmental science, natural resource management or similar, and/or at least three years of relevant practical experience.

Tasks

Tasks include:

- Oversee Connecting Country's long-term monitoring programs – including bird monitoring, nest box surveys, reptile/frog shelter surveys, and Barber vegetation plots.
- Coordinate implementation of Connecting Country's funded projects relating to monitoring to meet their objectives and outputs on time and budget.
- Engage and support volunteers, landholders, community groups and other community members regarding monitoring activities.

- Promote transition of traditional monitoring programs to a citizen science based program.
- Provide practical assistance with bird and other wildlife identification and on-ground monitoring data collection.
- Liaise closely with external experts, Connecting Country's Woodland Birds Advisory Group and BirdLife Australia.
- Ensure quality monitoring data is collected, stored, managed and shared appropriately.
- Use relevant data collection apps and database software, and upload data to online databases.
- Provide technical input to ecological site assessments, property management plans and advice to landholders to help them protect and manage habitat on their land.
- Seek new opportunities for funding and partnerships to support the monitoring programs.
- Help develop and manage project scopes, budgets and schedules.
- Prepare clear, timely and informative reports on project activities, including reporting and liaison with project funders.
- Implement project health and safety requirements.
- Act in accordance with legal responsibilities, as well as Connecting Country's policies and procedures.
- Communicate with team members, land managers, community groups, contractors and suppliers as required.
- Other tasks as required, and as determined in consultation with the Connecting Country Director.

Organisational relationships

The Monitoring Coordinator reports to the Connecting Country Director. They may have direct responsibility for supervision of casual staff, student interns, volunteers and contractors.

The Monitoring Coordinator liaises internally with Connecting Country's staff, Committee of Management, and relevant steering and advisory groups. They liaise externally with volunteers, project partners, academic institutions, government agencies, traditional owners, philanthropic organisations, private landholders, land managers, BirdLife Australia, BirdLife Castlemaine District, Landcare groups and other community groups, and suppliers.

Other information

- Connecting Country is an Equal Employment Opportunity Employer.
- Connecting Country is committed to the safety and welfare of children, and operates in accordance with the Victorian Child Safe Standards.
- Attendance at after-hours meetings and other activities and weekend work will be required on occasion. Connecting Country does not pay overtime, but time-in-lieu is available for work done outside regular hours.