

Sanctuary Manager

Mulligans Flat Woodland Sanctuary

Senior Officer Grade C (\$97,514 – 104,967 plus super) | 5 year Contract

Position Summary

This position is responsible for the day to day management of the Mulligans Flat Woodland Sanctuary and surrounding nature reserves. This includes the Mulligans Flat and Gorooyarroo Nature Reserves and associated environmental offset areas. A map of these sites can be found at ([Attachment A](#)).

The Mulligans Flat Woodland Sanctuary is managed in partnership with the Woodlands and Wetlands Trust. This position will take a lead role in fostering this strategic partnership. While the position will be an ACT Government employee, it is partially funded through the Woodlands and Wetlands Trust. Further information on the Trust and Sanctuary can be seen at:

<https://woodlandsandwetlands.org.au/>

The Sanctuary and adjoining reserves host the Mulligans Flat Gorooyarroo Woodland Experiment which is a partnership between the Australian National University, CSIRO and ACT Government to rehabilitate Yellow Box Blakely's Red Gum grassy woodlands. Further information can be found at:

<http://www.mfgowoodlandexperiment.org.au/>

The Sanctuary, being the area protected by a feral animal proof fence, is being expanded significantly to encompass the experiment.

To enhance coordination, generate efficiencies and improve on-ground outcomes, the Sanctuary Manager will oversee all ACT Government operational staff working across the Sanctuary and adjoining reserves. They will also provide day to day direction for Trust staff and volunteers when working in the Sanctuary.

The Sanctuary Manager will be an employee of the Parks and Conservation Service that is within the Environment and Planning Directorate (EPD) of the ACT Government.

A full position description ([Attachment B](#)) details the key duties for the Sanctuary Manager.

Key Relationships

Regional Manager – Urban Reserves, Parks and Conservation Service, EPD

The Sanctuary Manager directly reports to Stuart Jeffress, Regional Manager for Urban Reserves. This position will approve all leave and attendance and, with the broader Environment and Planning Directorate, provide the necessary human resources support. The Regional Manager also oversees the management of Canberra Nature Park, Googong and Kowen Forest.

General Manager – Woodlands and Wetlands Trust

The General Manager, Dr Jason Cummings, will work with the Regional Manager to agree on the higher level works program for the Sanctuary Manager position. Within the framework of an MOU setting out the partnership between the ACT Government and Trust, the General Manager will represent key priorities of the Trust and ensure that they are considered as part of the works being undertaken within the Sanctuary. It is expected that the Regional Manager, General Manager and Sanctuary Manager will meet at least bimonthly to discuss and agree on priorities. It is expected that the General Manager and Sanctuary Manager will directly informally discuss matters outside the bimonthly meeting to continue to foster the development of the partnership and deliver agreed outcomes.

Mulligans Flat Woodland Sanctuary Sub-Committee

The Management Sub-Committee has been established as a source of expert advice, support and guidance for the strategic development of Mulligans Flat Woodlands Sanctuary. The Sub-Committee reports to the Trust and endorses the annual operational plan for the Sanctuary. The Sanctuary Manager will convene the Operations Panel that reports to the Sub-Committee. Further information can be seen at: <https://mulligansflat.org.au/management-committee/>

Australian National University

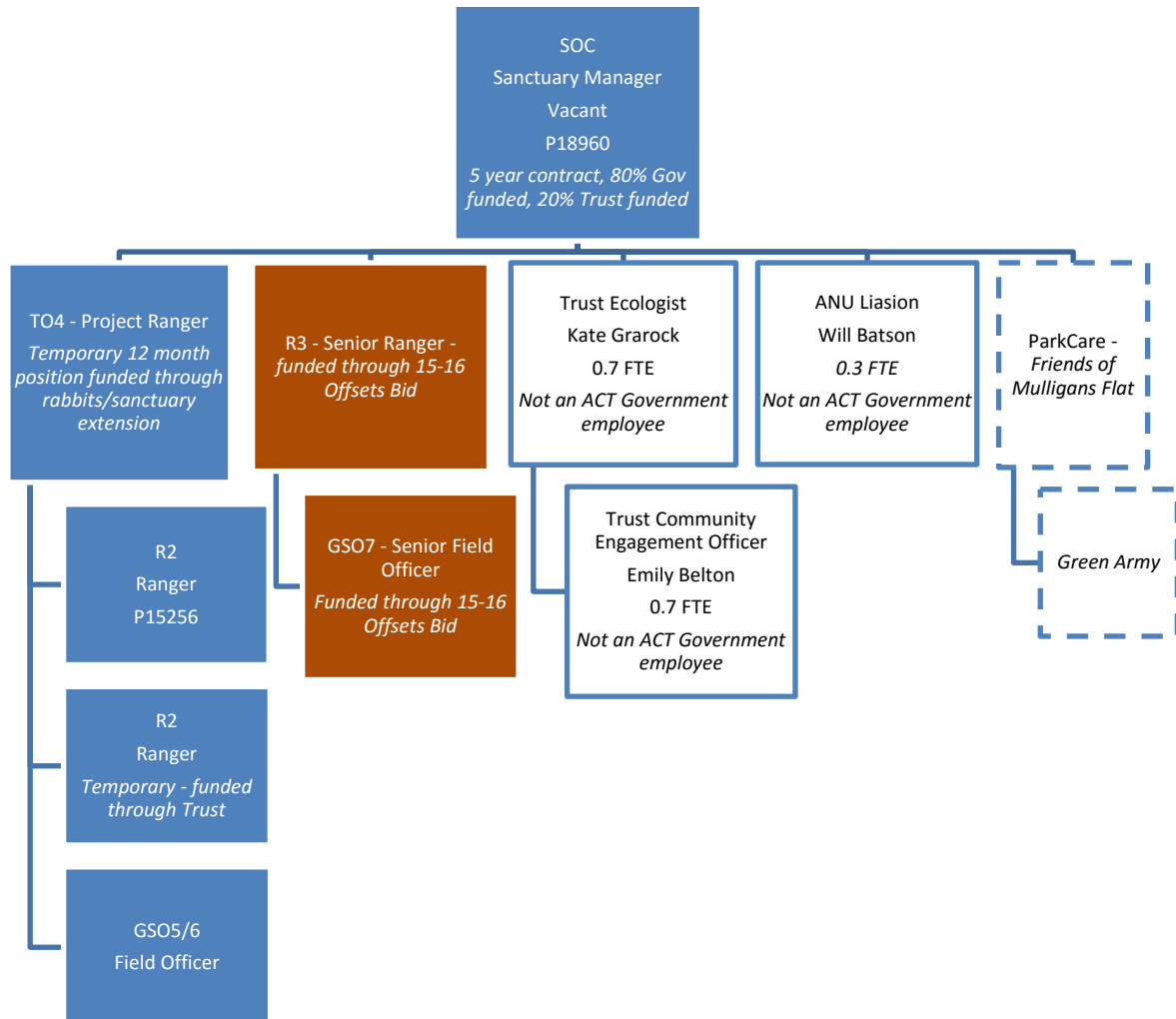
Associate Professor Adrian Manning leads the Mulligans Flat Goorooyaroo Woodland Experiment. This experiment not only improves the ecological function within the Sanctuary, but informs management of the broader Canberra Nature Park and beyond. The research program has driven many of the successful reintroductions, for which the Sanctuary is becoming renowned.

Conservation Research, Environment Division, EPD

The Conservation Research team conducts research primarily focused on local flora and fauna and preparing and guiding implementation of threatened species recovery plans and the reintroduction of rare species into the ACT. Their team of ecologists led by Dr Margaret Kitchin plays a key role in providing advice on managing the Sanctuary.

Direct Reports and Responsibilities

Proposed structure



Sanctuary Managers Key Duties:

1. Develop the Reserve Operations Plan for the Sanctuary, and identify budgeted and unbudgeted resourcing requirements for the continued smooth operation and development of the Sanctuary in alignment with the strategic/concept plan.
2. Manage all staff and volunteers delivering operational works and community engagement activities in the Sanctuary.
3. Oversee the development of operational programs within the extended Sanctuary and improved visitor engagement infrastructure and programs in line with the Concept Plan.
4. Provide oversight and coordination for on-ground operations, to minimise conflicts and optimise alignment across research, outreach, and sanctuary management activities
5. Continue to develop strong relationships with key partners including the ANU, CSIRO, Trust, Conservation Research team and other Sanctuaries.
6. Support and encourage innovation and knowledge transfer with the ACT Government and beyond that recognises the Sanctuary's experience and achievements.
7. Identify and support new partnership and funding opportunities to continue to grow the resources available to support the Sanctuary.

Note: this position is not fire designated due to the external funding.

Human Resources and Logistics

The table below details who is responsible for the key human resource and logistic functions.

Function	Responsibility		
	Sanctuary Manager	General Manager	Regional Manager
Human Resources			
Oversee recruitment to positions	Take the lead for ACT Government positions	Take the lead for Trust positions	
Address performance issues	Primary point of contact for ACT Government staff	Primary point of contact for Trust staff	Assists with ACT Government staff as required.
Attendance and leave	Primary point of contact for ACT Government staff	Primary point of contact for Trust staff	
Day to day supervision of staff and volunteers	Acts as day to day manager for all Trust and Government staff allocated to the Sanctuary. Allocates and coordinates works.	Provides support and direction for Trust staff undertaking works outside the Sanctuary – primarily community engagement and outreach activities.	

	Mandatory training	Responsible for ACT Government staff	Responsible for Trust staff	Provides funding for ACT Government staff.
	Development training	Fosters opportunities across partnership	Fund and approves Trust staff	Fund and approves ACT Government staff
Logistics				
	Office space		Responsible for providing offices and IT for Trust staff	Responsible for providing offices and IT for ACT Government staff
	Vehicles and transport	May allow Trust staff to drive ACT Government vehicles where they are available and will not hinder ACT Government staff completing their duties.	Responsible for providing vehicles for Trust staff	Responsible for providing vehicles for ACT Government staff
	Tools and equipment	Allocated on a prioritised basis		
	Communications	Be available as a spokesperson for the Sanctuary.	Support Sanctuary communications and community engagement. Also available as a spokesperson for the Sanctuary.	
	Initiative delivery	Responsible for the delivery of initiatives funded either by the Trust or Government.		

Office Location

To support both the ACT Government and Trust staff, the Sanctuary Manager will need to be willing to work from various locations across Mitchell and Gungahlin and north Canberra. The position will be provided with office accommodation at the ACT Government works depot at 66 Grimwade Street Mitchell. However, the position will also need to work from the Trust offices at Forde. The Sanctuary Manager will have access to a Government vehicle for work related travel.

Attachments

- a. Sanctuary location map
- b. Position Description
- c. Mulligans Flat Woodland Sanctuary Strategic Plan
- d. Draft Concept Plan