



Broome Bird Observatory
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Assistant Warden - Broome Bird Observatory

For your reference, set out below is some background details on the Broome Bird Observatory (BBO), the position description for the Assistant Warden role, the terms and conditions and the selection criteria and application process.

Background

BBO is a not-for-profit organisation operating under the auspices of Birds Australia. It was established in 1988 and is situated on the shores of Roebuck Bay 25 kilometres from the Broome town site. Roebuck Bay is a site of international significance for migratory shore birds and located on the East-Asian Australasian Flyway.

The BBO was established as a centre to promote the knowledge and conservation of the birds of Broome, with particular focus on the migratory shorebirds and their habitat in and around Roebuck Bay. The BBO has an international reputation as a base for research, education and social bird watching. It has also developed a commercial eco-tourism revenue base and has the potential to be an important component of Broome's tourism product.

The BBO provides accommodation and campsites for the public. It conducts regular bird watching tours as well as education courses and activities. There are plans to build an interpretative centre in the future. The BBO provides a base for regular international wader study and benthic research expeditions. In the past, with the support of local volunteers, it has hosted an active research program.

The BBO is managed by a volunteer Committee based in Broome. The Management Committee is now seeking the services of a person to assist the Warden to operate the facility. The BBO receives no financial support for its operations. It is entirely dependent on revenue gained by the operations and activities at the BBO. A key requirement of the Warden is to operate the BBO on a profitable basis – and hard working Assistant Wardens will help them do this.

The Assistant Warden resides and works on site at the BBO. He/she is part of a small team of employees and volunteers who undertake a broad range of duties necessary to ensure that guests experience the best visit possible – experience having shown that word of mouth is the best form of advertising. This is a hands-on position best suited to a highly motivated self-starter with previous experience in the hospitality/eco tourism industry. A minimum of 40 hours per week will be required, hours varying according to guest numbers, seasonal periods, and scheduling of tours and courses. Excellent people skills will be needed to work positively with guests in the challenging work environment. Extreme climatic conditions (heat and humidity) can be experienced throughout the working day and evening, particularly in the wet season from December to April. Flexibility and initiative will be necessary to cope with the challenges that present themselves.

For the right person this is an exciting and rewarding opportunity – read on if you have the ability to live in a remote location with basic conditions and think you have the skills, commitment and physical fitness that we are seeking. However, please note that the location of the BBO and the nature of the work to be undertaken means that the position is not considered suitable for a person with any young dependant children.

The Assistant Warden position is a fixed term contract commencing normally in mid February and finishing in Oct / Nov (negotiable).

Position Description

Position: Assistant Warden

Location: Broome Bird Observatory (BBO), Broome, Western Australia,

Reports to: Wardens / Management Committee

Corporate Mission Statement – Birds Australia

Birds Australia is a national organisation whose primary objective is the conservation of our native birds. Birds Australia's mission is to promote the active conservation of Australia's native birds through harnessing the collective, knowledge, skills and goodwill of professional and amateur ornithologists and others interested in birds, to cost-effectively generate knowledge about birds and facilitate its use for biodiversity conservation.

Broome Bird Observatory Mission Statement

To work collaboratively to foster and promote knowledge and conservation of the birds of the Broome area, with particular focus on the migratory shorebirds and their habitat in and around Roebuck Bay.

Position Purpose Statement

The Assistant Warden's role is to contribute to the effective operation of the BBO in accordance with the policies, procedures and directives set out by the BBO Management Committee and Birds Australia.

Principal Accountabilities (in order of priority)	Approximate Percentage of Time
<p><u>Guest management</u></p> <ul style="list-style-type: none">• Interacting with day visitors and resident guests.• Providing advice on bird watching opportunities in Roebuck Bay.• Providing information to visitors to increase their understanding of the ecological dynamics of Roebuck Bay.• Driving guests to and from Broome.• After training, undertaking daily tours from the BBO, ensuring that all guests experience high quality and satisfying bird watching experiences.• Supporting course leaders for the short and extended courses held at the BBO and in some circumstances prepare and make presentations.	50%
<p><u>Support for research activities</u></p> <p>There are excellent research opportunities in Roebuck Bay. The role of the BBO staff is not to necessarily lead research themselves, but to support the work of visiting researchers to ensure that the BBO continues to be recognised as a research centre of excellence. Duties may include:</p> <ul style="list-style-type: none">• Participating in ongoing research projects e.g. mud sampling, mist netting at sites of continuous interest and canon netting;• Continuing observations in projects established by visiting researchers.	10%

Principal Accountabilities (in order of priority)	Approximate Percentage of Time
<p><u>Office duties and facilities maintenance</u></p> <ul style="list-style-type: none"> • Operating the booking service for accommodation, campsite, courses and visits. • Operating the small retail shop. • Maintaining appropriate statistics for use by the BBO. • Writing articles for Friends of Broome newsletter, WA Bird Notes and other relevant journals. • Ensuring that the facilities, grounds and equipment are at all times maintained to the high standards of cleanliness, safety and tidiness expected by fee-paying guests. 	40%

Knowledge and experience

The incumbent should possess the following attributes:

- Proven ability to work successfully on their own and in a team
- Proven ability to work under limited supervision
- Excellent people skills
- Knowledge of the environmental / conservation sector

Working relationships

The incumbent is required to work as a positive team member and contribute to the overall objectives of the Broome Birds Observatory and Birds Australia.

Internal contacts

- Warden
- Members of the BBO Management Committee
- Other Assistant Wardens
- Camp Ground Hosts and BBO Volunteers

External contacts

- Guests / general public
- Local Shire Officials
- Broome Visitor Centre or other Kimberley / Pilbara Visitor Centers
- Representatives of Local Accommodation
- Local Suppliers
- Conservation and other external volunteer agencies

Other working conditions

- The incumbent will be required to maintain a neat, clean, well groomed appearance at all times when in contact with the public, and ensure that the grounds and office areas are similarly clean and tidy.
- Uniform shirts must be worn at all times when on duty.
- Boots / closed shoes are to be worn at all times whilst on duty, both for safety and neatness.
- A name badge is to be worn at all times whilst on duty.
- Smoking is not permitted in BBO vehicles, the Shade House, the Office or the Mud Laboratory.

Terms and conditions

- Work on average a minimum of 40 hours a week;
- A stipend of \$100 per week for the assistant warden;
- Free, furnished room in a 'donga' (a transportable building);
- \$100 per week food allowance;
- Payment of superannuation guarantee; full coverage for workers compensation and professional indemnity;
- Up to 15 days sick leave on production of a medical certificate if the sick period exceeds 2 consecutive days;
- Provision of uniform shirts, broad-brimmed hat and sunscreen;
- Reimbursement of costs in securing an F Class License;
- 25 days paid annual leave.
- Negotiated use of a BBO vehicle at subsidised cost. A BBO vehicle may be used during an individual's day off in return for payment of the fuel costs; and
- Limited assistance in relocation, payable on production of receipts after completion of the employment agreement.

Selection Criteria

The following criteria will be considered as part of the selection process:

Essential

- Successful previous experience of working in the hospitality, human services or ecotourism area on a paid or voluntary basis, preferably with previous hands-on experience of guest management;
- Excellent written and verbal communication skills; good presentation skills preferably with public relations experience;
- Demonstrated ability to live and work under pressure in a challenging physical environment,
- Knowledge of and interest in Australian birds and bird conservation issues and a willingness to quickly acquire specific knowledge about Broome birds, particularly migratory wader species.
- A current Australian 'C' Class drivers licence (previously known in WA as 'A' class) plus the ability to immediately obtain a 'light rigid' license (formerly 'B' class in WA) with an 'F' class endorsement – this requires holding a C class for at least 4 years prior to application, 2 years of which may be on P plates i.e. WA applicants must be at least 21 years of age.

Desirable

- Relevant tertiary qualifications in Applied Science, Ecotourism or a related discipline
- A current Senior First Aid Certificate
- Good computer skills including a working knowledge of Word 2000, Excel, Publisher, emails and the internet.
- Demonstrated practical mechanical skills in vehicle and power system maintenance

Application Process

Applications should include a current resume / CV, a statement outlining how the applicant may meet the selection criteria above and the names and contact details of 2 referees. Please forward to the Wardens, Jon and Anne King at:

Broome Bird Observatory
PO Box 1313
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Alternatively, applications may be emailed to bbo@birdsaustralia.com.au

Please note that referees may be contacted before applicants are interviewed.