

# Warden - Broome Bird Observatory

Included in this document are: an overview of the Broome Bird Observatory (BBO) and warden role, the Position Description, selection / eligibility criteria and the application process.

## Overview

The Broome Bird Observatory, just 25km from Broome, is located on the shores of Roebuck Bay, a Ramsar-listed wetland with vast numbers of migratory shorebirds. The BBO was established in 1988 by Birds Australia (a not for profit conservation organization) as a centre for research, education and public enjoyment.

The BBO now has an international reputation for its shorebird viewing opportunities and as a base for shorebird research. In addition, the region supports hundreds of other bird species making it a birdwatcher's paradise.

The BBO offers accommodation and campsites to the public, conducts regular bird watching tours and runs courses as well as a range of other educational activities (for school, university and community groups). It is also a base for regular international wader and benthic research expeditions, the Global Flyway Network research and other local active research programs.

The BBO Management Committee is seeking a Warden or a couple as Joint Wardens to operate the facility from January/February 2012 for approximately 12 months (negotiable). The BBO is self-supporting, running entirely on revenue gained by the operations and activities of the BBO. A key requirement of the Warden/s is to operate the BBO on a profitable basis with the support of hard working Assistant Wardens.

Wardens and Assistant Wardens reside and work on site at the BBO. Excellent people skills are required for working as part of a small team and interacting positively with guests in a challenging environment. BBO team members 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. These are hands-on roles best suited to highly motivated self-starters possibly with previous experience in the hospitality/eco tourism industry. The role is full time and hours vary according to guest numbers, seasonal periods, and scheduling of tours and courses. The heat and humidity of this subtropical region may be a challenge, particularly in the wet season from November to April. Flexibility and initiative are necessary to cope with the challenges that present themselves.

The BBO has been approved as a Special Program by the Department of Immigration and Citizenship which provides the Management Committee with the opportunity to invite up to 3 individuals per annum from overseas, particularly from those countries along the East-Asian Australasian Flyway, under Special Program (subclass 416) visas. The Special Program aims to provide individuals with the opportunity to not only share their knowledge and experience but to broaden their own experience, knowledge and understanding of the BBO's conservation, educational and research activities and the role it plays both in the local community of Broome and as part of the international community.

For the right people this is an exciting and rewarding opportunity. Please contact the BBO if you think you have the ability to live in a remote location with basic conditions (details below) and have the skills, commitment and physical fitness we are seeking. (Please note that the location of the BBO and the nature of the work to be undertaken means that the roles are not considered suitable for people with any young dependent children.)

The Warden role is a fixed term contract for one year and would commence in January or February 2012 (negotiable).

## Warden Position Description

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

**Reports to:** BBO 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.

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

Key duties (in order of priority)	Approximate Percentage of Time
<p><b><u>Guest management</u></b></p> <ul style="list-style-type: none"> <li>• Interacting with day visitors and resident guests.</li> <li>• Providing advice on bird watching opportunities in Roebuck Bay.</li> <li>• Providing information to visitors to increase their understanding of the ecological dynamics of Roebuck Bay.</li> <li>• Arranging transfers for guests to/from Broome.</li> <li>• Developing and providing a range of high quality daily tours from the BBO, ensuring that all guests experience a satisfying bird watching experience.</li> <li>• Organising the promotion / advertising of short and extended courses held at the BBO. This will include supporting guest course leaders, leading courses, evaluating courses and/or designing new courses.</li> </ul>	40%
<p><b><u>Management of staff</u></b></p> <ul style="list-style-type: none"> <li>• Ensuring the effective recruitment, induction and training of staff and volunteers, including training staff in guiding and bird identification so they can undertake tours.</li> <li>• Supervising of all staff and volunteers.</li> <li>• Creating of a team environment where all staff and volunteers work together to achieve the BBO aims and for the benefit of the BBO's guests.</li> </ul>	15%
<p><b><u>Facilitating research activities</u></b></p> <p>There are excellent research opportunities in Roebuck Bay. The role of the</p>	10%

<p>Warden is not to necessarily lead research themselves but to promote these opportunities and facilitate research to ensure that BBO continues to be recognised as a research centre of excellence. This may include:</p> <ul style="list-style-type: none"> <li>• Liaising with research bodies including Birds Australia, CALM and Wetlands International.</li> <li>• Promoting the research opportunities at BBO to relevant tertiary organizations.</li> <li>• Co-ordinating existing research projects e.g. mud sampling, mist netting at sites of continuous interest. This includes supervision and training of volunteers, data management and report writing and maintaining a volunteer register.</li> <li>• Providing and arranging support for visiting researchers, whilst still maintaining high standards for general visitors.</li> <li>• Ensuring the mud-lab and other research equipment is maintained in a reasonable state of readiness for visiting researchers.</li> </ul>	
<p><b><u>Community education activities</u></b></p> <ul style="list-style-type: none"> <li>• Designing and conducting a proactive schools programme to ensure that Broome school children are aware of the key importance of Roebuck Bay as a Flyway site.</li> <li>• Designing and conducting a proactive community education programme to ensure that Broome residents are aware of the key importance of Roebuck Bay as a Flyway site.</li> <li>• Encouraging Broome community members to become actively involved in volunteer activities at the BBO.</li> <li>• Participating in Roebuck Bay Working Group management planning activities on behalf of the Management Committee.</li> </ul>	5%
<p><b><u>Working collaboratively with other key stakeholders</u></b></p> <ul style="list-style-type: none"> <li>• Developing and actively working to maintain partnerships with local traditional owners and their representative bodies.</li> <li>• Developing collaborative working relationships with other local stakeholders e.g. the Shire of Broome, CALM and Environs Kimberley.</li> <li>• Working with key stakeholders in developing and implementing collaborative projects that benefit the birds of Roebuck Bay.</li> </ul>	5%
<p><b><u>Management of the facilities</u></b></p> <ul style="list-style-type: none"> <li>• Ensuring the facilities, grounds and equipment are, at all times, maintained to the high standards of cleanliness, safety and tidiness expected by fee-paying guests.</li> <li>• Operating a booking service for accommodation, campsite, courses and visits.</li> <li>• Operating a small retail shop.</li> </ul>	15%

<p><b><u>Financial management</u></b></p> <ul style="list-style-type: none"> <li>• Preparing annual budgets in conjunction with BBO Management Committee members for approval by Birds Australia.</li> <li>• Providing monthly financial reports to the BBO Management Committee.</li> <li>• Operating the BBO within budget guidelines and targets set by the Management Committee.</li> <li>• Maintaining financial records and appropriate statistics on the use of the BBO.</li> <li>• Co-ordinating and promoting fund raising initiatives, including the preparation of funding submissions</li> </ul>	5%
<p><b><u>Promotion and marketing</u></b></p> <ul style="list-style-type: none"> <li>• Responding to marketing opportunities in Broome.</li> <li>• Developing supportive working relationships with booking outlets e.g. Broome Tourist Bureau.</li> <li>• Publishing of Friends of Broome newsletter, media articles for local newspapers, and articles for Wingspan, WA Bird Notes and other relevant journals.</li> <li>• Producing and distributing BBO brochures.</li> </ul>	5%

### **Knowledge and Experience**

The incumbent will possess the following attributes:

- Proven ability to work successfully with committees and teams
- Proven ability to manage a facilities under limited supervision
- Excellent people skills
- Knowledge of the environmental / conservation sector is an advantage
- Proficiency with Microsoft Office suite of programs
- Team player – responsive and approachable and demonstrating leadership qualities

### **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**

- Chairman of BBO Management Committee
- Members of the BBO Management Committee
- CEO Birds Australia
- Assistant Wardens
- Volunteers

#### **External**

- Guests / general public
- Local Shire Officials
- Broome Visitor Centre or other Kimberley / Pilbara Visitor Centers
- Representatives of Local Accommodation
- Local Suppliers
- Journalists (e.g. local ABC Radio)
- Volunteers

### **Other conditions**

- The incumbent will 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**

- Variable – average 40 hours a week (hours can vary each week according to guest numbers, seasonal periods, and scheduling of tours and courses).
- Stipend paid at \$480 per week per couple or \$240 per week per person.
- Free, fully furnished, basic 2 bedroom accommodation.
- \$200 per week per couple or \$100 per person per week food allowance.
- Payment of 9% superannuation to an approved superannuation; full coverage for workers compensation and professional indemnity.
- Limited sick leave on full pay may be claimed each year.
- Five weeks (25 days) paid annual leave per annum.
- Supplementary payment of \$168 (based on 17.5% of 4 weeks stipend) payable in December each year, paid pro-rata if joined during the year.
- Limited relocation assistance.
- Provision of uniform shirts, broad-brimmed hats, and sunscreen.
- Use of BBO vehicles at subsidised cost, subject to operational considerations.

### **Eligibility / selection criteria**

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

- Demonstrated knowledge of Australian birds and bird conservation issues and a willingness to quickly acquire specific knowledge about Broome birds, particularly migratory wader species.
- Previous successful experience in managing a small business in the hospitality, human services or ecotourism area including administration, finance, maintenance and quality control, or equivalent relevant experience.
- Previous successful experience of supervising a small team of staff and volunteers in an environment where teamwork is essential.
- Excellent written and verbal communication skills including good presentation skills preferably with public relations experience; experience in the recording and analysis of data; previous hands-on experience of guest management.
- Previous experience of working collaboratively on project development and/or implementation, preferably with indigenous people.
- Relevant tertiary qualifications in Applied Science, Ecotourism or related discipline.
- A current Australian 'C' Class drivers licence (previously known in WA as 'A' class) plus the ability to immediately obtain a 'light rigid' licence (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.
- Demonstrated excellent work organisation skills with the ability to work hard under pressure in a challenging physical environment.
- Good computer skills including a working knowledge of Word, Excel, emails and the Internet.
- A current Senior First Aid Certificate.
- Previous training and/or experience in marketing.
- Demonstrated practical mechanical skills in vehicle and power system maintenance
- Experience in environmental research techniques.

- Experience in using MYOB book-keeping package or the willingness to quickly acquire necessary skills to a high standard.
- Previous experience of working for a Management Committee.

### **Application process**

Applications should include a current resume / CV, a statement outlining how the applicant meets the eligibility / selection criteria above and the names and contact details of 2 referees. Please forward to Maurice O'Connor at [mocnk@westnet.com.au](mailto:mocnk@westnet.com.au)

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