

## JOB DESCRIPTION

**Job Title:** Director Terrestrial Biodiversity  
**Designation:** Senior Professional 1  
**Work Unit:** Biodiversity Conservation  
**Position Number:** 9910  
**Responsible To:** Executive Director Biodiversity Conservation

### Primary Objective

Contribute to the conservation of biodiversity across the Northern Territory through leadership of a work unit responsible for a broad range of policy, research, management and community engagement activities relating to terrestrial biodiversity.

### Key Responsibilities

1. Design, conduct and oversee substantial biodiversity research, management and/or monitoring projects (including responsibility for development of external funding applications);
2. Develop or enhance strategic partnerships with a range of stakeholders, including Territory and Commonwealth agencies, research organisations, indigenous organisations, land management groups and conservation Non-Government Organisation (NGO)s;
3. Develop and enhance effective community engagement in terrestrial biodiversity conservation;
4. Communicate research outcomes and biodiversity information effectively to a diversity of stakeholders;
5. Effectively manage work unit staff, projects and budgets;
6. Prepare and implement relevant biodiversity policies, strategies and/or management plans, including responding to emerging opportunities such as the carbon market and biodiversity offsets;
7. Provide advice on terrestrial biodiversity conservation issues as required, including responding to Ministerial requests, representing the Department and providing strategic input to relevant national and Territory committees.
8. Integrate the work of the terrestrial biodiversity group with other work units in the Division.

### Selection Criteria

#### Essential:

1. Degree in biology, environmental science or equivalent;
2. Demonstrated skills and experience in developing and implementing biodiversity research and/or monitoring programs, particularly collaborative and/or community-based programs;
3. Demonstrated experience and capacity to liaise and work effectively with land managers, indigenous communities, government agencies, research organisations and other stakeholders;
4. Well developed communication skills, including demonstrated experience in communicating research outcomes and management advice in appropriate formats to a diverse audience;
5. Demonstrated ability to think strategically and experience in the development of biodiversity policy, strategies or management plans;
6. Demonstrated capability in budget and personnel management, including ability to understand and implement Occupational Health and Safety (OH&S), Equal Employment Opportunities (EEO) and risk management principles;
7. Ability to interact effectively with people from different cultures;
8. Extensive knowledge of the biodiversity and conservation management issues of northern Australia.

### Further Information

1. For further information please visit our website at [www.nt.gov.au/nreta](http://www.nt.gov.au/nreta)
2. Contact Alaric Fisher on 08 8995 5002 or via email [alaric.fisher@nt.gov.au](mailto:alaric.fisher@nt.gov.au)

**Privacy Declaration:** The Department of Business and Employment assists Northern Territory Government (NTG) agencies in managing their recruitment needs. The service includes collecting statistical data from all job applicants, which does not identify individuals. The Department of Business and Employment and other NTG agencies may disclose your personal information to outsourced service providers or other NTG agencies (only when it is necessary in the selection process) or as required by law. You may request access to your personal information by contacting the relevant NTG agency.

**Note: All fields marked with an \* must be completed before this application can be accepted.**

### VACANCY DETAILS

- \* NTG Agency Name:  
\* Vacancy Number:  
\* Vacancy Title:  
\* Level (eg AO2, P3):  
\* Vacancy Location:

### YOUR PERSONAL DETAILS

- Title:  Mr  Dr  Mrs  Ms  Miss  Other:
- \* First Name: \_\_\_\_\_ Other Given Names: \_\_\_\_\_
- \* Family Name: \_\_\_\_\_
- Postal Address: \_\_\_\_\_
- Suburb: \_\_\_\_\_ \* State: \_\_\_\_\_ Postcode: \_\_\_\_\_
- Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_
- Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- 
- \* Are you an Australian Citizen?  Yes  No
- \* Are you a permanent resident of Australia?  Yes  No
- If 'No' to either of the above questions, do you have an appropriate Visa to work in Australia?  Yes  No
- \* Are you currently employed with the Northern Territory Government?  Yes  No
- If 'Yes', what is your current employee status?  Permanent  Temporary
- Are you a Redeployee?  Yes  No
- \* Have you received a redundancy from the Northern Territory Government in the past 2 years?  Yes  No

**Please complete this form and attach it to the front of your application.**



## APPLICANT INFORMATION

### Vacancies and Selections

Vacancies are open to any person. Selection is based on merit. For permanent positions, applicants must be an Australian citizen or have permanent resident status.

### Applications & Selection Criteria

Your application should contain:

- completed cover sheet
- claims addressing the selection criteria
- your curriculum vitae (cv) or resume
- the name and contact details for at least two referees

(If you are an NTG employee include your current agency, position title and nominal designation.)

All applications are placed on files and therefore folders and binders used for presentation purposes are not necessary.

If you are applying for two or more advertised vacancies you must submit a separate application for each vacancy.

Your application should provide a brief working history outlining positions held and your major responsibilities and achievements and include any relevant qualifications.

In your application, you need to address the selection criteria, stated in the job description and demonstrate your competency and suitability for the vacancy. Include examples of your experience and knowledge. You must meet all essential selection criteria to be considered for the vacancy.

Where an appeal is lodged, an application will form part of the appeal process.

### Reference Checks

Referees provided by applicants will be contacted during the selection process.

### Criminal History Checks

For some vacancies, successful applicants will be required to undergo a criminal history check before the selection process is finalised.

### Equal Employment Opportunity

The Northern Territory Government aims for an inclusive and diverse workforce. All equal employment opportunity (EEO) groups are encouraged to apply.

### Redeployees

NTG redeployees will be considered for selection to any advertised vacancy at their nominal level prior to other applicants. **If you are a redeployee, please state this in your application.**

Notification of Outcome/Post Interview Feedback  
You will be advised in writing of the outcome of the selection process.

The Selection Panel Chair will provide feedback to all shortlisted applicants. Not shortlisted applicants may request feedback as required. Details of who to contact will be provided in the selection outcome letter.

### Additional Information

For comprehensive information regarding NTG employment and 'how to apply for a job', visit [www.nt.gov.au/ocpe/careers](http://www.nt.gov.au/ocpe/careers).

If you require additional information regarding the recruitment process, please contact the **Recruitment Officer on 1300 659 247**.

If you require specific information regarding the vacancy, please contact **Alaric Fisher** on **08 8995 5002**.

**Closing Date: Friday 27<sup>th</sup> January 2012**

### Where to Send Applications

Applications should be forwarded by **one** of the following methods:

- on-line application via the NTG Employment Opportunities website; or
- email to (**Preferred Option**): [recruitmentjobvacancies@nt.gov.au](mailto:recruitmentjobvacancies@nt.gov.au)
- post to:
- **The Recruitment Officer**  
**Department of Business and Employment**  
**PO Box 4037, Alice Springs, NT. 0871**

Please ensure that all emailed applications and attachments to on-line applications, are in a format compatible with Microsoft Word 97, Works or Adobe Acrobat.