



Healing
Country,
Strengthening
Songlines



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POSITION DESCRIPTION

Ranger Coordinator

About Us

The Bunya Peoples' Aboriginal Corporation (BPAC) was built on a series of collaborative forums and planning meetings starting in 2007. Strategic partners included Traditional Custodians, Queensland Parks and Wildlife Service, Regional NRM Bodies, Australian Government Indigenous Land Management Facilitators, State Government Agencies, Local Government, and environmental academics.

Guided by the Elders Council and with the support of the diverse stakeholder group, the 'Bonye Bu'ru' Bunya Mountains Aboriginal Aspirations and Caring for Country Plan, (The Green Plan) was published in 2009. The plan advocated the need for Aboriginal Governance, to insure the proper management of culture and country in the Bunya Mountain landscape.

The plan was also crucial in the successful application to the Australian Government resulting in the Bunya Murri Ranger program commencing in 2009. The Elders group negotiated an auspice arrangement with the Burnett Mary Regional Group for NRM (BMRG), to manage the Murri Ranger program while Aboriginal governance and management capacity was developed.

The Bunya Peoples' Aboriginal Corporation was incorporated on 17th October 2012 with the aim of developing and implementing strategies to achieve the goals set out in the Green Plan. The primary goal was to recover full management of the Bunya projects.

Our Vision

Healing Country, Strengthening Songlines, Living and Sharing Culture

Our Service Offering

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BPAC predominantly delivers Land Management services through Aboriginal Ranger teams operating across the Darling Downs and Burnett areas. This includes cultural fire practices, weed and pest management and infrastructure development and maintenance in nature/conservation reserves.

BPAC also offers cultural services in the form of on country education and tourism activities.

Your Position

Listed below are the key responsibilities for your position. These are broken down into tasks and as part of your induction and ongoing feedback with us; we will set the expectations around your performance.

Reports To	Operations Manager and CEO	Incumbent	
Direct Reports	Rangers and Trainee Rangers		
Key Relationships	Internal:	Ranger team	
	External:	Bunya Mountain Traditional Owners, Aboriginal community connected to the Bunya Mountains, Government Agencies and natural resource management stakeholders across the region.	

Purpose of the Position	<p>The position will be accountable for supervision of the Bunya People's Aboriginal Ranger team and the coordination and delivery of on ground activities including, but not limited to:</p> <ul style="list-style-type: none"> • Fire management • Weed and pest management • Cultural tours and community engagement • Park infrastructure development and maintenance • Supporting Aboriginal community projects <p>The role is a declared Indigenous identified role. Only Aboriginal applications are able to fill this position (section 25 of the Anti-discrimination Act 1991 QLD). There is a genuine occupational requirement for the duties to be performed by an Aboriginal person.</p>
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BPAC Expectations	
BPAC Philosophy	<ul style="list-style-type: none"> • We want to become an employer of choice • As an Indigenous ranger, we want you to have a passion for country • It's not just a job, it's your life, it's your passion
Engagement	<ul style="list-style-type: none"> • We expect you to problem solve • We expect you to be critical thinkers • We expect you to communicate respectfully • We expect you to be situationally aware • We expect you to self-regulate • Following all BPAC's workplace policies and procedures
Communications	<ul style="list-style-type: none"> • Say G'day when you arrive at work

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	<ul style="list-style-type: none"> • Let us know if you are running late • Send a text to your supervisor when you get there (out in the field) and when you leave • Feedback throughout the day – after tasks (work log)
Time Management	<ul style="list-style-type: none"> • We expect you to be honest and responsible with your time and actions • If you have some spare time, ask ‘is there anything else you want me to do?’ • If you finish early, check if the below tasks have been done <ul style="list-style-type: none"> - Absentees have been recorded - Vehicle checks have been done

Responsibility	Task
On-Ground Activities	<ul style="list-style-type: none"> • Be accountable for the Ranger team including the coordination and delivery of on ground activities. • Provide support to the Operations Manager and CEO in relation to general operations management for the company including: <ul style="list-style-type: none"> ○ The allocation and scheduling of staffing, machinery and equipment resources ○ The maintenance and repairs of any machinery, equipment and vehicles • Ensure maintenance duties are undertaken such as construction and maintenance of walking tracks, fencing and maintenance of recreational facilities on protected areas. • Assisting in fire management, feral animal and weed control programs. • Ensure general maintenance duties are undertaken such as maintaining machinery and equipment, mowing and maintaining park facilities. • Ensure natural resource management duties are undertaken such as revegetation and rehabilitation of areas of significance and monitoring of species, habitats and ecological communities. • Assist Traditional Custodians and Aboriginal communities in the recording of traditional and ecological knowledge. • Compliance with all relevant legislation, work policies, procedures and practices. • Assist in the development and implementation of work practices to ensure continual improvement. • Directly supervise all aspects of works on site. Take responsibility as the person with management or control of the workplace. • Lead work scheduling and resource planning. Timely liaison with the Operations Manager and CEO to ensure that appropriate resources are made available to conduct the works in accordance with the

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	<p>appropriate standards (including safety, efficiency, quality and others).</p> <ul style="list-style-type: none"> • Conduct troubleshooting on-site as needed including, organising repairs and maintenance to machinery and equipment as needed. • Monitor schedule of works to ensure work is completed within time frames and budgets. • Communicate tasks and factors to all staff including expected completion time frames. • Ensure daily work logs are complete and submitted. • Make effective and efficient decisions on wet days and working conditions as required. • Travel will be a requirement within this role.
<p>Employee Supervision</p>	<ul style="list-style-type: none"> • Participate in and undertake performance reviews on the Ranger team alongside the CEO or Operations Manager. • Monitor attendance and performance of all staff. • Deal with poor/under performance as required on-site. • Answer any staff questions on site. • Advise the Operations Manager or CEO immediately of any incidents. • Control and maintain incident sites as needed for incident reporting • Ensure new staff have sufficient buddy training during probationary period. • Contributing to broader work planning and reporting for on-ground works
<p>Data Entry and Records Maintenance</p>	<ul style="list-style-type: none"> • Complete necessary administration and office duties including: <ul style="list-style-type: none"> ○ maintaining a clean office space ○ maintaining accurate records of work ○ complete time and leave sheets ○ assist in office work where needed
<p>Quality</p>	<ul style="list-style-type: none"> • Assist to ensure best practice and high-quality systems as relevant to the position. • Complete all relevant documentation and reporting relating to quality control • Adhere to all company policies in relation to quality control and follow established systems and procedures
<p>Workplace Health and Safety</p>	<ul style="list-style-type: none"> • Comply with any relevant legislation, standards, and codes of practice applicable to your work • Comply with reasonable company policies, procedures, instructions or directions of your supervisor or management • Inform your Manager of any information or changes to your personal circumstances that may affect your safety or the safety of others in the workplace

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	<ul style="list-style-type: none"> Participate in any workplace investigation, rehabilitation and return to work plan, or any other relevant consultation, training, tool box talks etc where required
Any other duties as directed by Management from time to time.	

Your Skills, Experience and Behaviours

When we look at our team, we look for two key things – 1) their ability to do the role (technical skills and experience); and 2) how they do the role (their behaviours). These are equally important to us.

Skills	<p>To be successful in this role, it is important that you demonstrate to us the following skills, knowledge and/or abilities:</p> <ul style="list-style-type: none"> Ability to operate a variety of tools, plant and mechanical equipment (i.e. chainsaw, brush cutter, whipper snipper, drill etc) Ability to ‘Read’, ‘Walk’, and ‘Manage’ Country with enthusiasm and passion Be physical fit and mobile to complete on-ground works. The ability to work as part of a team with limited supervision. The ability to communicate well with team members, supervisors, Elders, members of the public and Parks staff. An understanding of policies and practices surrounding workplace safety e.g. equipment operation, herbicide application. Basic Computer literacy.
Experience and Qualifications	<ul style="list-style-type: none"> Minimum Certificate 4 in Conservation and Land Management (or equivalent qualifications experience). Minimum Level 1 Fire Management. A manual driver’s licence. A ‘working with children’ Blue Card, or ability to obtain a ‘working with children’ Blue Card. White card (construction) Operate Chainsaw & Fell Small Trees Plant and machinery tickets Rightfire management First Aid - Provide Basic Emergency Life Support First Aid - Provide Cardiopulmonary Resuscitation First Aid - Provide First Aid
	<p>Desirable</p> <ul style="list-style-type: none"> Cert 4 frontline management or proven equivalence
Behaviour	<ul style="list-style-type: none"> Self-disciplined and able to work with minimal supervision. Strong team player. Must be honest and ethical. Willingness to learn, perform duties and get involved.

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	<ul style="list-style-type: none"> • Desire and willingness to enhance and respect the aspirations of the Bunya Peoples' Aboriginal Corporation. • Adaptability and ability to contribute positively to the business and team. • A professional and positive attitude and to willingness to promote our services. • A desire to lead by example with attendance, respect, reliability, trust and personal presentation. • A 'can do' attitude towards new tasks. • Respect for property (yours, the company's and our customers'). • Professional approach to work in both behaviour and language. • A proactive approach to identifying ways to better our clients' experiences. • Exceptional attention to detail.
<p>Key Performance Indicators (KPIs)</p>	<p>Key performance areas will be measured through an agreed work plan.</p>
<p>Physical Requirements</p>	<p>At BPAC, we take our obligation to keep you safe seriously. And we can't do it alone. Listed below are the essential physical requirements of the role. Please review and if you believe that there is any reason you would not be able to meet these requirements, or if you may need reasonable adjustments to the workplace to help you perform the requirements of the role, you have an obligation to let us know immediately.</p> <ul style="list-style-type: none"> • Walking country on uneven surfaces (hills, mountains, gullies) for up to 8 hours per day. • Operating heavy machinery for up to 6 hours a day may be needed at times throughout your employment (you are required to manage your fatigue to operate machinery safely). • Safely lifting a maximum of 20kg regularly throughout the day (including bending, lifting, carrying and placing) and infrequent safe lifting (including bending, lifting, carrying and placing) of a maximum of 30kg. A team lift of two people is to be used to lift items weighing between 30-50kg. Items over 50kg should be lifted using mechanical assistance (e.g. bobcat, excavator, gantry). • Pulling and pushing heavy items (e.g. wheelbarrows, buckets). • Labouring duties in line with Ranger scheduled work including shovelling, raking, brushcutting etc.

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	<ul style="list-style-type: none">• Kneeling, twisting, laying down when needed in order to conduct pre-start inspections or trouble shoot any issues on plant and equipment.• Handling items such as hand tools, equipment, machine controls etc. for extended periods of time.• Occasional use of a computer of up to 4 hours per day looking at a computer monitor and using a keyboard and mouse.• Visual awareness must be at least at the minimum standard required to drive the class of vehicle being operated.• Lifting items weighing up to 10 kg over shoulder height for up to 2 hours a day.• Some tasks may require the ability to identify and distinguish colours. Although full colour vision is not a mandatory requirement for the role, it's important to inform your supervisor if you are colour blind.<ul style="list-style-type: none">• A maximum of 3 hours of light vehicle driving to and from site per day, longer travel times may be required on occasion for some worksites (you are required to manage your fatigue to operate vehicle, driver rotation needed if you feel you're unfit to drive)
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