

AUSTRALIAN NETWORK FOR PLANT CONSERVATION (ANPC) INC

Recovery Action Coordinator – POSITION DESCRIPTION

TITLE:	Recovery Action Coordinator – Myrtle Rust affected species
LOCATION:	Location to be negotiated; options include work from home office or possibly hosted by an appropriate organisation or agency, or a mix; working with the ANPC National Office (Canberra) and a dispersed national steering committee. Position involves periodic travel.
RESPONSIBLE TO:	Myrtle Rust Consortium/Recovery Coordination Team and ANPC Management Committee
RENUMERATION:	Contract position \$75.00 per hour (includes leave loading) plus 11.5% superannuation.
PERIOD OF CONTRACT:	18 months commencing after signing of ANPC Consulting Agreement
HOURS:	27 hrs per week full time, with flexible working hours.

OBJECTIVES:

1. Implement the “Recovery Action Coordination for high priority Myrtle Rust affected species” project as specified in the Project Plan*.
2. Establish and provide recovery action coordination to a Recovery Coordination Team (current project consortium and additional operational partners). Negotiate a common recovery action framework for the current separate efforts, across State and agency divides, for managing four endangered Myrtle Rust affected species: Native Guava (*Rhodomyrtus psidioides*), Angle-stemmed Myrtle (*Gossia gonoclada*), Scrub Turpentine (*Rhodamnia rubescens*) and Smooth Scrub Turpentine (*Rhodamnia maideniana*).
3. Facilitate agreement on, and coordinate delivery of, priority activities in the recovery program, through supporting effective operation of the Recovery Coordination Team.
4. Identify resourcing needs and potential operational sources for these, and potential future partnerships, for ongoing progress (beyond life of this project) for recovery of the target species.
5. Report on progress towards target species recovery and consolidation of working partnerships, concordant with relevant Australian Government reporting requirements for registered Recovery Teams.
6. Provide secretariat support to the Recovery Coordination Team.
7. Prepare and circulate communications updates for the Recovery Coordination Team, including recording and circulating meeting minutes, and recovery action program update for distribution to the broader stakeholder network. Assist the Chair in the preparation of other whole-of-program communications materials and documents as required.
8. Maintain accurate records of team membership, actions and the progress status of actions.
9. Facilitate internal and external consultation processes for the Recovery Coordination Team.

ORGANISATION CONTEXT:

The Australian Network for Plant Conservation is a non-profit incorporated body comprising government and non-government institutions, botanical gardens, researchers, educators, land-managers, community groups and individuals with an interest in and commitment to plant conservation. More information on the ANPC, including its Mission and Constitution is available at www.anpc.asn.au.

REPORTING STRUCTURE:

The contractor will report directly to the Myrtle Rust Consortium/Recovery Coordination Team and the ANPC Management Committee.

KEY RESPONSIBILITIES:

1. Facilitate the transition of currently separate activities (4 species, 2 States, multiple agencies and existing Myrtle Rust Consortium) into an agreed common action framework consistent with relevant State plans, the National Action Plan for Myrtle Rust and emerging Myrtle Rust scientific insights and applications.

- Recruit and integrate new partners as identified by the project management team; liaise with relevant Indigenous stakeholders.
- Coordinate scoping, and facilitate, expansion of *ex situ* capacity and relevant expertise for living meta-collections of the target species.
- Facilitate coordinated liaison with Indigenous Traditional Owner Groups, in conjunction with State agencies.
- Facilitate the application of rigorous risk identification (biological, human/social, data, institutional) and mitigation analysis in relation to meta-collection development, use, and maintenance with all partners.
- Coordinate ongoing germplasm capture and meta-collection management to establish a sound biological and operational basis for future resistance screening.
- Assist with and coordinate seeking of operational funds.
- Develop strategies for expanded access to support facilities.
- Work with State agencies (NSW, Qld) and Indigenous advisors on co-design for *Rhodamnia maideniana* recovery.
- Assist and coordinate the assembly of recovery-relevant information for target species, and identification of knowledge gaps, by eliciting in-kind expert support from knowledge holders in the areas of:
 - (a) biological, ecological, horticultural, cultural and economic factors.
 - (b) site-based information, incl. distribution, population demographics, local tenures, local management strategies.

2. Development of a Recovery Coordination Team (RCT)

- Develop structures and communications arrangements consistent with:
 - (a) [DCCEEW 2017 Recovery team governance - Best practice guidelines](#) and with governance guidelines of participating State agencies; any necessary variations to be documented.
 - (b) enabling a large consortium (up to 30) to confidently delegate decision-making to a smaller steering group.
- Complete national registration prerequisites to enable future transition of the RCT to a registered national Recovery Team.
- Organise and conduct RCT meetings, virtual workshops and liaison.
- Recruit new RCT partners and external collaborators (including liaison with Indigenous stakeholder groups).
- Coordinate the provision of training and orientation to RCT members as required.

3. Reporting

- Coordinate regular reporting on recovery coordination in line with National Reporting Framework.
- Assist RCT members to report species data to the Threatened Species Index and other data repositories as determined.
- Provide regular updates to the RCT and the ANPC Management Committee.
- Liaise with, and provide regular updates to, DCCEEW staff.
- Maintain and update the Project Plan by liaising directly with the RCT, ANPC Management Committee and DCCEEW staff.

4. Communications

- Facilitate communication between RCT members, conservation partners, DCCEEW and external stakeholders.
- Develop and/or facilitate promotional material, public communications and learnings-transfer materials and activity in collaboration with ANPC Communications Manager.

5. Facilitate and coordinate recovery actions

- Identify sources of funding and in-kind support for ongoing Recovery Actions on the target species and assist implementation partners to secure same.
- Coordinate the identification and refinement of multiple options for wider community involvement in recovery actions.
- Assist and coordinate the assembly of recovery-relevant information for target species, and identification of knowledge gaps, by eliciting in-kind expert support from knowledge holders in the areas of:
 - (a) biological, ecological, horticultural, cultural and economic factors, and
 - (b) site-based information, incl. distribution, population demographics, local tenures, local management strategies

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA):

Essential

1. Excellent interpersonal skills. The ability to work closely, and in a collaborative manner, with a diverse team of professionals to coordinate planning and delivery of a complex program.
2. Excellent organisational and planning skills. The ability to deliver a complex project/set of tasks in a timely manner, with minimal supervision, and work within strict deadlines.
3. Excellent written communication skills. Ability to prepare communications materials for a broad range of audiences, including technical documents, reports to funding bodies, and communication documents for a general audience.
4. A Bachelor's degree or equivalent in natural sciences
5. Willingness to work flexibly to meet the needs of the program, noting that some periods of the year (around reporting deadlines) will be busier than others.
6. Advanced experience in threatened species management and recovery.
7. Demonstrated understanding of issues and policies in plant conservation at species and ecological community level, and knowledge of plant conservation techniques.
8. Demonstrated familiarity with fundamental documents on the Myrtle Rust problem.
9. A current motor vehicle driver's licence.
10. Willingness and ability to travel to meet with Recovery team members and stakeholders.

Desirable

1. Post-graduate qualifications in natural sciences
2. Ability to understand and interpret biological data and explain these data to a diverse audience
3. Ability to analyse and solve problems

TO APPLY

*Contact the ANPC Business Manager at business@anpc.asn.au to receive a copy of the Project Plan.

Your Expression of Interest should address the selection criteria in no more than 4 pages, and separately include your CV.

Please send your Expression of Interest to the ANPC Business Manager by **COB Friday 20 September** either via email: business@anpc.asn.au or by post to:

Australian Network for Plant Conservation
GPO Box 1777
Canberra ACT 2601.

For more information, please contact one of the following ANPC committee representatives:

1. Caroline Gross at 123cgross@gmail.com
2. Bob Makinson at bobmakinson2073@gmail.com