



## Conservation Ecology Centre

# Position description – Conservation Project Officer

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**Reports to:** Conservation Project Manager

**Based at:** Conservation Ecology Centre, Cape Otway and other locations as required.

**Term:** 12-month fixed term contract, 1 FTE (negotiable)

**Job purpose:** **Delivery of conservation and research projects**

**Remuneration:** \$70,000 - \$75,000 salary package (pro rata)

### Who we are:

The Conservation Ecology Centre is a growing NGO that works collaboratively and creatively with stakeholders to address urgent conservation challenges in the Otways region of Victoria, and beyond. Through our research, we deepen understanding and contribute to healthy, resilient ecosystems, whilst developing innovative land management solutions that produce tangible, real-world impacts.

### About the role:

We are seeking a Project Officer to support the delivery of projects, particularly including a major feral pig control program across the Otways. This full-time role is based out of our headquarters at Cape Otway and requires regular travel to remote project sites throughout the region.

The Project Officer will play a key role in deploying and maintaining monitoring cameras in dense bush, conducting field surveys and engaging with a diverse range of stakeholders. The position also involves a mix of hands-on fieldwork and office-based tasks, offering a dynamic work environment.

This position ultimately offers a unique opportunity to contribute to the protection of the environmental and community values of the Otways, while providing a supportive work environment in a stunning location with plenty of opportunities for professional development.

## Key responsibilities and accountabilities:

The Conservation Project Officer will work in collaboration with the CEC team in the following activities:

### Project Delivery

- Collaborate with the Conservation Project Manager to deliver on-ground project activities for a major vertebrate pest management project.
- Contribute to good communications and team relations between CEC staff, volunteers and external stakeholders.
- Work with the Conservation Project Manager and the wider team to ensure successful delivery of all project related outputs.
- Assist Conservation Project Manager to deliver community and stakeholder engagement for all aspects of project.

### Other responsibilities and accountabilities

- Comply with and uphold CEC's policies and procedures.
- Participate in meetings, presentations and contribute to reports where requested.
- Collaborate with CEC staff to create regular news and stories for the website, social media and newsletters.
- Any other tasks deemed necessary within the broad remit of this role.

## Key Selection Criteria:

### The Essentials:

- Current full drivers licence.
- Relevant experience delivering on-ground natural resource management activities, particularly vertebrate pest management.
- Relevant post graduate qualification(s) and/or experience in an environmental or related area.
- Passion for conservation and an alignment to the CEC's organisational values.
- First Aid, Firearms and Chainsaw qualifications, or willingness to obtain them.
- The ability to form and maintain strong relationships with diverse stakeholders (Government, Industry and Community).

### Highly valued:

- Demonstrated experience in scientific principles and processes such as the collection/collation of data and statistical analysis of results.
- Proficiency in R/Python, ArcGIS/QGIS and image tagging software.
- Sound knowledge of South-eastern Australia's biota and ecosystems.
- High levels of initiative with the ability to successfully achieve objectives.

To apply, please email a current Resume along with a brief cover letter addressing the selection criteria to:

**James Templeton, Conservation Project Manager**

Email: [james.templeton@conservationecologycentre.org](mailto:james.templeton@conservationecologycentre.org)

***Note:** This position does not involve a responsibility to independently lead research or personally create material for publication without endorsement by CEC Executive and Board.*