



POSITION DESCRIPTION

Position Title: Science Operations Manager

Business Unit: Head Office

Location: Townsville

Organisation Overview

Reef Check Australia (RCA) is an award-winning environmental charity with a mission to provide genuine opportunities for the Australian community to participate in coral reef monitoring and conservation. Reef Check Australia is part of a United Nations sanctioned global Reef Check organisation, which involves volunteers in over 90 countries in coral reef management.

Reef Check Australia Vision: Healthy coral reefs through community participation in coral reef research.

Reef Check Australia Mission: To raise awareness of the value of coral reefs, and empower local communities to participate in the conservation and management of coral reefs in Australia and the Indo-Pacific region. We aim to ensure a sustainable future for the Australian and Indo-Pacific region's coral reef ecosystems.

Further information on Reef Check Australia can be found on our website - see RCA projects and RCA strategic plan <http://www.reefcheckaustralia.org/about/employment/index.cfm>

Over the past seven years Reef Check Australia has established itself as a leader in coral reef management and is now entering an exciting new phase of expansion, resulting in the creation of several new challenging management roles within the organisation.

Position Purpose

The Science Operations Manager will provide leadership and direction across all Reef Check coral reef monitoring and other scientific operations with regard to program implementation, review and evaluation. The key areas of focus include scheduling resources and personnel, implementing volunteer coral reef monitoring, ensuring accurate recording and collection of data and data reporting to stakeholders, coral reef monitoring training management, survey partner management and science project development and science communications.

Responsibilities

- Provide overall leadership and management of the service in a professional, consistent and values-driven manner.
- Develop and manage ongoing operational scheduling of resources for Reef Check survey expeditions by volunteers.
- Ensure accurate collection & storage of data.
- Ensure the formal continual review and evaluation of programs activities within Reef Check Australia, including effective systems for data input and collection, statistical information recording and reporting.

- Manage day-to-day organisational operations within an office environment including supervision of staff and administrative duties.
- Manage and implement all occupational health and safety legislative requirements for all operational activities in all working environments.
- Prepare reports to meet ongoing requirements and as requested by the Board of Manage and supervise placement volunteers and community survey volunteers.
- Identification and management of funding grants.
- Develop and manage budgets as required.
- Development and maintenance of industry sector networks; engage in sector development activities; and enhance service access and quality.
- Liaise with Reef Check Australia scientific committee to ensure the overall quality assurance and continuous improvement of Reef Check Australia data.
- Manage and oversee the effective administration tasks relevant to the maintenance and improvement of programs.
- Manage the regular formal review and evaluation of contractual obligations and provide timely reports to funding bodies, as negotiated.
- Undertake professional supervision and other learning and development opportunities relevant to the position.
- Management and supervision of staff and volunteers is required.
- This position is also required to adhere to and manage elements of funding and project contracts.

Reporting

This position reports to the General Manager and Reef Check Australia Board of Management.

Remuneration

Salary commensurate with the experience will be negotiated with the successful candidate.

Hours of work

37.5 hours per week

Selection Criteria

Essential

- Relevant tertiary qualifications to MSc level in marine science or equivalent.
- Management and/or a demonstrated record of achievement and experience at a senior level including survey design and management, coral reef monitoring, grant writing, volunteer management, training management, survey partner management, science project development, data management and reporting and science communications.
- Highly developed emotional intelligence and values to inspire and lead a committed and values-driven team of project personnel, administration staff and volunteers to deliver high quality outcome driven programs.
- Highly organised with excellent project management skills.
- Demonstrated experience with human resource management.
- Demonstrated knowledge and experience in program, service and strategic visioning, planning, development and integration.
- High level of verbal and written communication skills
- Demonstrated collaborative, and interpersonal skills to support effective and innovative working relationships and partnerships with all internal and external stakeholders at both organisational and sector levels and across government and non-government services.
- Demonstrated high level experience in funding submissions, agreements, negotiation and reporting requirements to government providers.
- Possession of or the ability to acquire a Blue Card - Suitability for Child Related Employment.
- Experience in scuba diving and off shore boating operations.
- Identification of Indo Pacific coral, fish and invertebrates to family level and ability to accurately identify coral disease, bleaching and other impacts.

Desirable

- Experience with dive tourism industry.
- Scuba instructor (or ability to become one).
- Experience with Dreamweaver.
- Business management skills (relevant tertiary qualification in business management).
- Governance experience and proven skills in working with a management board.
- Ability to manage/coach/mentor and identify training needs for team members.
- Ability to manage relationships and contracts with external service providers.
- Ability to lead and manage change; be outcome focused, supportive of staff, enthusiastic and have a "can do" attitude.
- Effective personal stress management strategies.
- Experience in or understanding of the not-for-profit sector.

Personal Performance Plan

- A personal performance plan detailing the outcomes of this position will be developed and utilised during the course of employment and is reviewed with the immediate supervisor on a six monthly basis and signed annually as part of the Reef Check Australia Performance Management System.
- Employees will be subject to a three-month probation and induction period prior to formal confirmation of their employment.

Standard Conditions of Employment

All members of staff will:

- Ensure that the philosophy, vision, and values of Reef Check Australia are integrated into practice with clients, peers, and committee and community stakeholders.
- Be actively committed to a cooperative, supportive and respectful workplace environment and culture.
- Develop an understanding of the policies and procedures of the Reef Check Australia and how they apply to the requirements of the organization and position.
- Actively participate and contribute to continuous quality improvement at the positional and service levels as well as team and program meetings; service planning and development. Actively participate in training and development opportunities to continuously develop in the position.
- Actively prepare for, and participate in regular supervision and performance appraisals.
- Keep senior staff and management board regularly informed of issues and needs relating to the position and service.

Application Process

The application deadline is close of business on Wednesday 15th October 2008.

Please email employment@reefcheckaustralia.org with the following documentation:

1. Cover letters must clearly state your residency status in Australia at the top then describe how your experience meets our selection criteria. Preference will be given to applicants who accurately and succinctly address the selection criteria above (1/2 page maximum for each criteria).
2. Resume that includes contact details for at least 2 referees.
3. Email subject heading must say "Application for Science Operations Manager"

A selection of applicants will be called to interview towards the end of October.

If you have any questions about this position please contact Jos Hill at jos@reefcheckaustralia.org or on 07 4724 3950.