



POSITION DESCRIPTION – PLANNED BURN PROJECT MANAGER

Organisational Context

Practical Ecology Pty Ltd. specialises in native vegetation management. The company provides expertise in consulting (i.e. flora and fauna surveys, environmental planning and project design), and contracting (i.e. bushland restoration, revegetation, weed control, fencing and general vegetation management) services.

Practical Ecology's primary mission is helping public and private land managers conserve indigenous flora and fauna by implementing sustainable land management practices. We provide services that advance the restoration of ecological processes. At Practical Ecology we believe our role is to see the 'bigger picture'. Depending on the scale of the project, we research, document, negotiate and/or implement ecological restoration with an aim to conserving indigenous flora and fauna.

Planned Burn Service

As part of our on-ground ecological restoration and land management services, Practical Ecology has a team of qualified and experienced personnel able to undertake planned burn operations for both ecological and fuel reduction outcomes. We have the ability to fully plan and conduct prescribed burn operations, from small targeted areas to achieve a desired response from a particular plant species, through to larger broad scale prescribed burn operations conducted in urban and rural areas.

From initial planning through to the implementation of on-ground works following a burn, Practical Ecology brings a practical and realistic perspective to all projects to ensure quality outcomes on-the-ground. All planned burn operations are comprehensively covered with public liability insurance and staffed with general wildfire trained and accredited Practical Ecology staff.

As part of our prescribed burning service we undertake:

- Ecological Burns – broad-scale application of fire to promote ecosystem reinstatement and function from a specific response of plant species or vegetation type
- Biomass Reduction Burns– broad-scale application of fire to reduce weed cover and biomass for ongoing management and restoration of indigenous vegetation

Practical Ecology

PO Box 228 Preston Victoria 3072 Office 2B Stott Street Preston Victoria p 03 9484 1555 f 03 9484 9133
e enquiries@practicalecology.com.au www.practicalecology.com.au



- Fuel Reduction Burns – broad-scale application of fire to reduce overall fuel hazard within a set management zone
- Candling/Bark burning – application of fire to selected tree species to reduce overall bark fuel hazard risks
- Pile Burns and Fuel Modification – burning of heaped piles of cut plant material (e.g. wind-row burning) or selected removal and management of fuel types within set management zones (e.g. removal of elevated fuels as to aid in reducing radiant heat impacts onto neighbouring properties).

Conditions of Employment

This is a position of between 32 and 38 hours per week. A three-month trial period applies. The aim for this position is to market and promote the service of prescribed burns and potentially conduct planned burns most of the year. However, it may be necessary for the person in the position to work on other projects for Practical Ecology including managing restoration and revegetation projects and/or ecological or bushfire risk consultancy projects, depending on the skill and experience of the person in the position.

Hours:

Flexibility regarding exact work times is offered and often required.

Location:

Primarily our office in Preston, but including site visits (approx. one or two days per week) mostly in metropolitan Melbourne but also in regional Victoria on occasion.

Travel:

Company vehicles are available on a booking basis for site (and other) visits. Company vehicles are provided to implement all site visits and work in the field. Adequate parking for private vehicles and bicycles is available at the Preston office.

Remuneration:

To be negotiated according to the Gardening and Landscaping Services Award 2010. Package includes superannuation as per current legislation (currently 9.50%), and inclusion in the Practical Ecology Bonus Scheme resulting in end-of-year payment of up to 10% of annual income. This is dependent upon company and individual performance and is applicable after the equivalent of six months full-time employment.

Practical Ecology

PO Box 228 Preston Victoria 3072 Office 2B Stott Street Preston Victoria p 03 9484 1555 f 03 9484 9133
e enquiries@practicalecology.com.au www.practicalecology.com.au

Primary Purpose of Position

The Project Manager will be responsible for all aspects of client and stakeholder liaison with regards to services offered. This will also involve tendering and pricing works required to undertake planned burn operations, which involves Practical Ecology undertaking all required tasks as per planned burn procedure and methodology.

The Project Manager is responsible for the development of marketing and promotion of this service, with the intention to promote in all aspects of the environmental industry including state and local governments, non government organisations and private industry. In doing so the forming and building upon strong working relationships with clients and stakeholders will be paramount to the ongoing success of Practical Ecology's Fire Service.

The Planned Burn Project Manager requires a variety of major skill sets. A technical and practical understanding of native vegetation management and ecological restoration as well as having a thorough understanding of fire ecology, management and safety is required as tenders need to be reviewed, costed, developed and submitted. Management skills are required to manage the available personnel resources and projects. General duties include:

- To manage the company's planned burn services projects and crew members, in collaboration with the Managing Director.
- To be a primary point of contact for clients and stakeholders. Develop tenders and project proposals for clients and requests for planned burn services.
- Implement the company's systems that are relevant to planned burn operations including occupational health and safety.
- To assist in a process of business development.
- To perform other ecological restoration or ecological or bushfire risk management work as required.

Reporting Relationships

The Planned Burn Project Manager reports to and is accountable to the Managing Director, Lincoln Kern. Liaison will regularly occur with the Contracting, Consulting and Administration Coordinators as well.

Duties

The Burn Manager is responsible for:

Practical Ecology



- To manage the company's planned burn services projects and crew members, in collaboration with the Managing Director, Contracting Coordinator and Consulting Coordinator
- Manage equipment and resources needed to service and support planned burn projects
- Quote and tender for native vegetation management and revegetation projects as required
- Designing and costing planned burn service projects as required
- Coordinate and manage all aspects of planned burn projects including any field work
- Work in collaboration with Contracting Coordinator to schedule on ground works utilising contracting staff
- Manage PE equipment primarily used for planned burn works
- Undertake site visits to consider works at the tendering stage and during implementation
- Assist and oversee OH&S in the field
- Promote and encourage development of staff

Communication

The successful applicant must possess demonstrable experience communicating with a variety of people, under occasionally pressured conditions. The ability to work in a team environment without a strong emphasis on hierarchy will be highly regarded.

Management

Experience managing and rostering a team is essential. A mature, developed approach to working with other people is expected.

A current full Victorian Drivers License is required as is the ability to handle 2WD and 4WD Utility vehicles with manual transmissions in light-duty off-road situations.

Useful qualifications could also include:

PUAFIR406A Develop Prescribed Burning Plans

PUAFIR407A Conduct Prescribed Burning

Practical Ecology

PO Box 228 Preston Victoria 3072 Office 2B Stott Street Preston Victoria p 03 9484 1555 f 03 9484 9133
e enquiries@practicalecology.com.au www.practicalecology.com.au



Certificate or degree in Conservation, Ecology, Land Management etc.

Red or White Card for Construction Sites

Australian Chemical Users Permit

Health and Safety Training

Provide basic emergency life support HLTAID002 (First Aid)

Selection Criteria

The Burn Manager needs to demonstrate:

- Training and experience in planning and conducting planned burn operations
- Skills in managing equipment and resources needed to service and support planned burn projects
- Skills and demonstrated experience in fire management, with a thorough understanding of fire behaviour in a variety of vegetation and fuel types
- Experience in site assessments and inspections for the development of planned burn operations
- Experience and skills in quoting and tendering for native vegetation management and revegetation projects as required
- Experience and skills in designing and costing ecological restoration projects as required
- Experience and skills in implementing, coordinating and managing ecological restoration projects
- Experience in implementing OH&S processes and requirements

Knowledge of vegetation assessment and Victorian planning laws would be useful

Practical Ecology

PO Box 228 Preston Victoria 3072 Office 2B Stott Street Preston Victoria p 03 9484 1555 f 03 9484 9133
e enquiries@practicalecology.com.au www.practicalecology.com.au