

GAME COUNCIL NSW: Game Manager (Compliance)



Game Council NSW

52 Hill St, Orange NSW 2800 Australia
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Email: bm@gamecouncil.nsw.gov.au

- Position:** Game Manager (Compliance)
Position Number: 2008/10
Office Location: Tumut
Remuneration: \$61,128 plus 9% superannuation contribution, private use of motor vehicle (negotiable)
Contract Term: 5 years with the possibility of extension

Please ensure that you read the information contained in this document carefully before submitting your application.

The selection panel will decide on who to interview based on the written application. Your application should include:

- a covering letter (optional);
- your claim for the position, summarising your experience, knowledge and skills relevant to the selection criteria specified in the advertisement; and
- your résumé/curriculum vitae, including details of education, employment, training and the contact details of at least two referees.

Your 'claim for the position' is the most important component of the application. Please make sure that it is clear, concise and easy to read, and that you address individually, in sufficient detail, each selection criterion listed in the advertisement, bringing together all aspects, including your work history, experience and qualifications, to show how you meet these criteria.

Applications must be **received** no later than 5:00pm, 28 November 2008 for it to be an eligible application. Applications should be addressed to Kylie Middleton, Business Manager, and may be submitted via:

1. Post – PO Box 2506, Orange NSW 2800
2. Email – bm@gamecouncil.nsw.gov.au
3. Facsimile – 02 6361 2093

Only applications received in full will be accepted.

If you require any additional information pertaining to this position please contact Stephen Hurt, Acting Operations Manager on 02 6360 5151, or alternatively via email: opsmgr@gamecouncil.nsw.gov.au.

Further general information about Game Council NSW can be obtained from the website: www.gamecouncil.nsw.gov.au

POSITION DESCRIPTION

Game Manager (Compliance), Game Council NSW

Organisation:	Game Council of New South Wales
Location:	Tumut
Accountable to:	CEO and Operations Manager
Contract Term:	5 years with the possibility of extension
Salary:	\$ 61,128 per annum, plus 9% super contribution plus private use of vehicle

PURPOSE OF POSITION

Game Managers are responsible for Game Council achieving the objectives of the Game and Feral Animal Control Act 2002. While the Game Manager (Compliance) will be undertaking all roles of the Game Managers employed by the Game Council of NSW, this position is focussed on and is predominantly responsible for planning and conducting compliance activities within the south east region and other regions of NSW, as well as inter-State when required. This position is also responsible for developing and maintaining the Game Council's Compliance Intelligence Database and preparing briefs for legal action where required.

ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor

Operations Manager

Position Titles that report to this Position

Casual Assistant Game Managers
Voluntary Game Rangers

ORGANISATIONAL CONTEXT

Game Council NSW is a Statutory Authority of the NSW Government within the portfolio of the Minister for Primary Industries. It is responsible for administering the *Game and Feral Animal Control Act 2002* including:

- the effective management of game species within the Game and Feral Animal Control Act 2002, and
- The promotion of responsible and orderly hunting of those game species on public and private land and of certain pest animals on public land.

These functions include state-wide responsibility for the NSW Game Hunting Licence System and arrangements to hunt on public land. Game Council NSW has launched a world-class "NSW Hunter Education Handbook" and implemented arrangements to accredit hunters and hunting organisations as part of this licensing system.

There are now 380 State forests and two Crown Land areas declared for conservation hunting.

While Game Council's central office is located in Orange NSW, its services extend state-wide and interstate.

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Public relations activities play a key role in the success of the Game Council.

MORE INFORMATION about the Game Council: www.gamecouncil.nsw.gov.au

WORK PERFORMED

1. Planning and conducting compliance activities related to the Game and Feral Animal Control Act and associated Regulation (this will entail travel within the State and inter-State to participate in compliance operations and activities).
2. Preparing court briefs for the Game Council.
3. Liaison with hunting and shooting clubs, associations, organisations and distributors at a local and regional level.
4. Provide advice to landowners and land managers on game and feral animal control, and develop and facilitate feral animal control programs utilising private hunters when required.
5. Monitor and assess public lands to determine game and feral animal population dynamics, hunter use, and use by other interest groups.
6. Provide recommendations for the declaration of public lands, including the provision of advice on the formulation of conditions of written permission for hunting on public land at a local, regional and State level.
7. Liaise and negotiate with government and non-government agencies at a local and regional level regarding game and feral animal issues, including representation of Game Council on relevant local and regional committees.
8. Liaise and coordinate hunter participation in scientific research projects.
9. Respond to local and regional enquiries including the provision of advice on hunting safety, hunting methods related to feral animal control, game meat utilisation and management of native species where appropriate.
10. Provide timely, accurate and relevant written and oral advice to the Operations Manager as requested.
11. Undertake public relations and media related activities as local and regional Game Council spokesperson, including conducting promotional presentations.
12. Conduct hunter education and firearms licensing training.
13. Provide advice to the Operations Manager on the Game Hunting Licence system, policy and procedures.
14. Maintain regional asset allocation and personal issue items.
15. Retail of merchandise.

The position involves frequent travel within NSW and inter-state, working on weekends and out of normal office hours as required. The person will need to be able to balance work and family-life responsibilities.

KEY ACCOUNTABILITIES

- Planning and conducting Compliance activities within Game Council policies and procedures;
- Develop and maintain strong working relationships with stakeholders, including hunting organisations, NSW Police, Forests NSW, Department of Lands, RLPB, DPI;
- Promote and market the international 'Best Practice' model of investing in the preservation and enhancement of the cultural activity of hunting, through ongoing support of the Game Council game hunting licensing system;

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- Deliver professional advice and hunter education through presentations and coordination of group sessions;
- Provide timely reports of regional activities to the Operations Manager;
- Comply with information security guidelines and maintain strict confidentiality;
- Maintain an awareness of EEO policies, ensure compliance with the safety standards and practices as determined by the OH&S Act and maintain an understanding of cultural diversity and a commitment to ethical conduct and standards of practice.

DECISION MAKING

Decisions relating to the Game Manager (Compliance) work program are made in conjunction with the Operations Manager.

QUALIFICATIONS AND EXPERIENCE (Mandatory criteria*)

- Demonstrated knowledge and experience and qualifications in compliance and law enforcement activities (including field experience and court procedures)*;
- Current A and B Class Firearms Licence & Current C Class Drivers Licence*
- Experience as a hunter, sound knowledge of hunting, including hunting methods, game meat utilisation and game and feral animal management*;
- Demonstrated knowledge and experience in hunting club or hunting association management;
- Demonstrated knowledge and experience in firearms handling, use and training within the context of NSW firearms legislation, or the ability to gain required qualifications;
- Demonstrated ability to develop and maintain sound business and stakeholder relationships;
- Demonstrated initiative and ability to exercise discretion and maintain strict confidentiality;
- Advanced administration experience including the ability to interpret and relay complex information, including legislation and report writing and the use of Microsoft Office applications;
- Ability to train and supervise staff as necessary and knowledge of EEO, Ethical Practice, and OH&S.