

Job Description

Job Title: Sr Policy Adviser
Job ID: 12803
Location: AUSTRALIA
Full/Part Time: Part-Time
Regular/Temporary: Temporary

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OFFICE LOCATION

This position will be located in Canberra, Australia.

ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

ESSENTIAL FUNCTIONS

The Senior Policy Advisor/Australia Program plans, implements and coordinates programs to affect government policy and legislation in support of conservation priorities within Australia. S/he works with governmental entities at all levels to further the Conservancy's mission of conserving biological diversity. S/he ensures that the program complies with lobbying laws and regulations, and monitors Australian legislative, administrative and financial initiatives and policies, which are related to ACPR conservation priorities. In close coordination with Asia Pacific External Affairs staff s/he will engage in regular contact with government officials and US partners regarding matters pertaining to administrative and legislative actions related to the mission of The Nature Conservancy, and fund raising activity to increase the level of financial support for Australia program projects and priorities. The Senior Policy Advisor/Australia Program will represent, as required, The Nature Conservancy with partner organizations such as other environmental NGOs, private corporations and associations, special interest groups and governmental officials, and works among key government officials to increase policy and public funding support for ACPR mission and programs. S/he helps coordinate the work of the Conservancy with government agencies in Australia and is a member of the Asia Pacific External Affairs Network. S/he reports to the Australia Program Director and will:

- a) Develop Indigenous strategy... Connecting IPA to "Closing the gap"
- b) Private lands including incentives (tax) and private sector engagement (link to corporate council)
- c) Convene monthly coordination meetings/calls for TNC staff engaged in working with Australian Government agencies
- d) Monitor and evaluate agreed milestones and deliverables at a regional level and ensure these are reflected in reporting and development of global strategies

BASIC QUALIFICATIONS

- Bachelor's degree in political science, environmental policy, natural resource management or related field.
- Minimum of five years of relevant experience with public agencies in the conservation field.
- Experience working with current and evolving political, legislative and conservation trends on a commonwealth and/or state government level.
- Proven track record in developing and successfully implementing strategies to implement conservation initiatives within public agencies.
- Working knowledge of Australian lobbying laws and regulations.
- Experience managing and supervising multi-disciplinary teams and managing a program budget.

- Project management experience including coordinating the work of other professionals inside and outside an organization.
- Experience preparing and presenting project proposals and negotiating complex high profile or sensitive agreements.

ADDITIONAL JOB INFORMATION

KNOWLEDGE/SKILLS:

- Bachelor's degree in relevant field and 6-8 years of senior relevant experience. Master's degree may be preferred or required.
- Minimum of five years of relevant experience with public funding agencies in the conservation field.
- Proven track record in developing and successfully implementing funding proposals and funding strategies to secure resources and technical assistance from bilateral and multilateral funding organizations.
- Expert knowledge of current trends in and strong understanding of conservation issues as well as public donor agencies priorities (e.g., poverty alleviation).
- relevant policy discipline.
- Demonstrated experience conceiving and implementing strategic initiatives.
- Demonstrated excellent project management skills.
- Excellent verbal and written communications skills.

COMPLEXITY/PROBLEM SOLVING:

- Diagnoses complex problems and identifies creative solutions.
- Cultivates the creative ideas of others to identify potential solutions. Experiments to find creative solutions – thinks outside the box.
- Designs, implements, and directs complex and diverse projects, encompassing multiple programs and coordinating the work of other professionals inside and outside the organization. Incorporates cross-disciplinary knowledge to support program objectives.
- Negotiates complex high profile or sensitive agreements.

DISCRETION/LATITUDE/DECISION-MAKING:

- Significant opportunity to act independently within broad program goals.
- Makes strategic decisions based on analysis, experience and judgment.
- Decisions may have program-wide impact.

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:

- May supervise administrative and professional staff with responsibility for performance management, training and development.
- Responsibility and accountability for meeting departmental strategic goals and objectives.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Ability to communicate professionally with a wide variety of people from different cultures.
- Strong communications and presentation skills. Ability to prepare and present project proposals and negotiate with federal, bilateral and multilateral agencies to achieve program goals. Ability to persuasively convey the mission of TNC to diverse groups including key legislators, government officials and others who are critical to the Conservancy's overall public funding strategies.
- Work in partnership with other organizations in a collaborative and advisory capacity.
- Effectively directs and or participates in complex negotiations.
- Develops constructive and effective working relationships inside and outside the Conservancy.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Willingness to travel 25-40% of time.
- Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

BENEFITS

The Nature Conservancy offers competitive compensation, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

HOW TO APPLY

Please submit resume and cover letter as one document no later than January 23, 2011, 5:00 p.m. EST.

Visit www.nature.org/careers/, click View Positions and search for this listing by the position title and/or location. All resumes (CVs) and cover letters must be submitted through The Nature Conservancy's

online application system. Please attach them to your application as one document.

If you are having technical problems with the site or application process, contact applyhelp@tnc.org and include job opening ID. Note: Please do not send questions related to specific positions to this e-mail address as they will not be able to be answered.

All sections of online application must be completed (e.g. work experience, education and language skills, even if information is included in resume), to be considered for a position.

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