

1 Role Statements

1.1 Overview

There are many roles within HWR from those required by Government e.g. Public Officer to casual roles required for a couple of days e.g. running a stall. The selection criteria, duties and responsibilities, and, election vary with the type of role.

All roles must represent HWR in a professional and courteous manner and abide by the objectives of the group.

1.2 Senior Coordinator / Coordinator for a Species

Species Coordination is a management role and has two main and equal responsibilities:

1. The welfare of the species from rescue to release, and,
2. The welfare and development of the team.

At all times the impact on the wildlife and the impact on the team member/s must be considered.

A Senior Coordinator is responsible for determining and setting standards and training for all the relevant species in care and for all the HWR members caring for that species.

A Coordinator is responsible for implementing the standards and monitoring the species and members in a particular area.

The Senior Coordinator is accountable to the Management Committee and a Coordinator to the Senior Coordinator. Where appropriate the Senior Coordinator can delegate tasks and authority to a Coordinator.

If the Senior Coordinator role is not filled, then the Coordinator is directly accountable to the Management Committee. The role might not be filled if there aren't any nominations for the role or if none of the nominations have sufficient knowledge or experience. In the later case it is the responsibility of the Management Committee to monitor the Coordinator and to ensure that training and experience are made available as appropriate.

Not all species require area Coordinators. In this case the Senior Coordinator is also responsible for the Coordinator processes.

Nominations for the Coordinator roles are distributed prior to the AGM each year. Each application is to have an attached "resume". Nominations are reviewed by the Management Committee. Assessment is made against the criteria and previous experience in the role and, if appropriate, an appointment made.

NB:

1. the Management Committee can refuse all nominations if they are not deemed suitable.
2. Weight will be given to the incumbent of the role if more than one nomination is received.
3. Nominations which create a new Coordinator role must be discussed with the current Senior Coordinator as part of the assessment for the role.

1.2 Senior Coordinator / Coordinator for a Species

	Wildlife Welfare		Team Development	
Procedure	Actions	Tasks	Actions	Tasks
Rescue Senior Coordinator	Set appropriate rescue standards (equipment, practices).	Review / create instructions for xMatters Coordinator and Vet Hotline Coordinator. Determine appropriate rescue processes and equipment suitable for the species.	Set training and activation standards	Be available to assist xMatters Coordinator and Vet Hotline Coordinator when needed. Review general rescue process (e.g. introductory training) Review/develop any special instructions and ensure they are communicated, appropriately, to rescuers. Ensure rescue equipment requirements are documented and available. Ensure all rescuers are appropriately equipped and trained.
Coordinator	Advise on above	Advise on above	Ensure all area rescuers are equipped and trained.	Be available to assist xMatters Coordinator and Vet Hotline Coordinator when needed. Ensure that rescue equipment requirements and training requirements are communicated to area members. Monitor area rescuers for appropriate equipment and training.

A Senior Coordinator must have experience in the rescue of the species in a variety of typical situations and unusual situations. Must be able to communicate with team members, organise equipment needs and monitor ongoing status of rescues and equipment across all areas. Where area Coordinators are appointed, the Senior Coordinator works through them.

A Coordinator must have experience in the rescue of the species in a variety of typical situations. Must report incoming wildlife to the Senior Coordinator as appropriate. Must be able to communicate with team members, organise equipment needs and monitor ongoing status of rescues and equipment in their area.

1.2 Senior Coordinator / Coordinator for a Species

	Wildlife Welfare		Team Development	
Procedure	Actions	Tasks	Actions	Tasks
Wildlife Assessment Senior Coordinator	Provide guidelines on assessing the injuries and status of incoming individuals for recovery to release.	Document guidelines and standards for species assessment.	Provide standards on who should do initial and ongoing assessments and when these are needed, e.g. any rescuer can assess, highly experience vet needed, etc. Provide advice as needed.	Ensure all assessors have an appropriate level of training and experience. Maintain list of assessors and their abilities.
Coordinator	Ensure area members are aware of the above guidelines.	Ensure that incoming wildlife are appropriately assessed (by rescuer, rehabilitator, vet) Determine if wildlife should be kept in care and with whom.	Provide advice on above	Ensure all area assessors have an appropriate level of training and experience.

Senior Coordinator: Must know the release needs of the species, the impact of injuries/conditions on those release needs, the ability of the animal to be kept during treatment (e.g. facility needs, stress issues, buddying) and likely success of treatment. Must be able to assess the training and knowledge of team members.

Coordinator: must know the release needs of the species and any major species treatment issues.

1.2 Senior Coordinator / Coordinator for a Species

	Wildlife Welfare		Team Development	
Procedure	Actions	Tasks	Actions	Tasks
Wildlife Care and Release Senior Coordinator	Ensure that the needs of wildlife in care are defined, documented and met (facilities, treatment, handling, buddying, fate).	Ensure that standards are documented and implemented ensuring that: <ul style="list-style-type: none"> • appropriate housing is available for all stages including release, • nutritional needs are known, • appropriate buddying is arranged (including transfer to another group), and, • ongoing assessment or vet checks are carried out. Ensure a management plan is in place for all wildlife from arrival to release including transfer to another group is acceptable. Monitor the plan through to release. Provide for all stages of development or recovery.	Ensure all rehabilitators have appropriate training, equipment and facilities. Ensure that all rehabilitators have a management plan, in a timely manner, for each animal including release.	Review rehabilitation processes (e.g. introductory training) against standards. Develop any needed special instructions and ensure they are communicated, appropriately, to rehabilitators (courses, procedures, mentoring). Ensure that appropriate training is available and that all rehabilitators attend. Monitor and assess all rehabilitators for currency and level of knowledge and practice. Ensure rehabilitation equipment requirements are documented and available. Ensure all rehabilitators are appropriately equipped (e.g. cages, aviaries, feeding, temperature control). Inspect and monitor facilities. Significant changes of protocol must be communicated to the Management Committee before implementing. Provide training records and facility reports to the Management Committee at least annually.
Coordinator	Ensure that the needs of wildlife in care are met (facilities,	Advise on above standards and ensure implementation within the area.	Provide assistance with above	Provide assistance with above. Provide advice and mentoring to area members according to the above procedures.

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	treatment, buddying).	NB external transfer must be approved by the Senior Coordinator.		
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Senior Coordinator: Must know the in-care and release needs of the species in general and the specific animals in care across HWR. Must be up to date with NPWS and HWR facility and equipment standards and understand how to apply them. Needs good communication skills both interpersonal and written with team members, and keep records on wildlife and members. Must have delegation ability and organisational skills.

Coordinator: Must know the in-care and release needs of the species in general and the specific animals in care and be able to assist with individual management plans (creation, communicating and monitoring). Must be able to maintain reasonable records and communicate in a timely manner.