

# JOB DESCRIPTION FORM



The Department of Parks and Wildlife has the following mission:

To ensure that the nature of Western Australia is protected and conserved, for its intrinsic values and to enrich peoples' lives.

## 1. Position Details

<b>Position Title</b> Regional Leader Parks & Visitor Services			<b>Position Number</b> DPW3029048
<b>Level/Grade</b> Level 6 or 7	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSGOGA 2014	<b>Effective Date</b> 11 July 2016
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Pilbara Region	
<b>Section</b>		<b>Location</b> Karratha preferable – other locations in the Pilbara region will be considered.	

## 2. Reporting Relationships

<b>Position Title</b> Director Regional and Fire Management Services	<b>Level/Grade</b> Class 3	 <b>Department of Parks and Wildlife</b> REGISTERED JDF HR OFFICER:  11 Jul, 2016																		
↑ <b>Responsible to</b>																				
<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 8																			
↑ <b>Responsible to</b>																				
↑ <b>This position</b>		<b>Other offices reporting directly to this office</b>																		
		<table border="1"> <thead> <tr> <th>Position title</th> <th>Level/Grade</th> </tr> </thead> <tbody> <tr> <td>District Manager Exmouth</td> <td>Level 6 or 7</td> </tr> <tr> <td>Regional Fire Coordinator</td> <td>Level 6</td> </tr> <tr> <td>Senior Operations Officer</td> <td>Level 6</td> </tr> <tr> <td>Regional Leader Nature Conservation</td> <td>Level 6 or 7</td> </tr> <tr> <td>Marine Program Coordinator</td> <td>Level 5</td> </tr> <tr> <td>2 x Senior Reserves Officer BWI</td> <td>Level 6</td> </tr> <tr> <td>Business Manager</td> <td>Level 6</td> </tr> <tr> <td>Personal Assistant</td> <td>Level 3</td> </tr> </tbody> </table>	Position title	Level/Grade	District Manager Exmouth	Level 6 or 7	Regional Fire Coordinator	Level 6	Senior Operations Officer	Level 6	Regional Leader Nature Conservation	Level 6 or 7	Marine Program Coordinator	Level 5	2 x Senior Reserves Officer BWI	Level 6	Business Manager	Level 6	Personal Assistant	Level 3
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District Manager Exmouth	Level 6 or 7																			
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↑ <b>Officers under direct responsibility</b>																				
<b>Position Title</b> Interpretation & Education Officer	<b>Level/Grade</b> Level 4	<b>Approx. no. FTEs supervised</b> Nil																		

## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under the minimal direction of (Level 6) or reporting to (Level 7) the Regional Manager:

- Leads and coordinates the planned development and delivery of the department's parks and visitor services in the Pilbara region, including Aboriginal liaison and cultural heritage management.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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#### 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under the minimal direction of (Level 6) or reporting to (Level 7) the Regional Manager:

##### **SERVICE COORDINATION AND PLANNING (25%)**

1. Plans, advises on priorities, coordinates and initiates operations and projects associated with the Parks and Visitor Services (PVS) Service, in liaison with District Managers and relevant regional officers. Monitors the quality of the service and ensures work undertaken is consistent with priorities.
2. Coordinates and collates estimates for the preparation of the annual regional budget for the Parks and Visitor Services. Liaises with District Managers to ensure negotiated outcomes are delivered as per Service Agreements. Assists (Level 6) or leads (Level 7) the development of Service Agreements and regional budget control strategies.
3. Develops and coordinates regional information systems relevant to the Service.

##### **STRATEGIC AND STATUTORY PLANNING (15%)**

4. Leads planning teams and contributes to the preparation of departmental management plans and regional strategic plans. Participates in (Level 6) or leads (Level 7) public participation activities associated with regional or departmental planning processes.

##### **COMMUNICATION, LIAISON AND PUBLIC ENGAGEMENT (25%)**

5. Provides political briefing notes and drafts answers to parliamentary and ministerial questions.
6. Leads the Region's communications that relate to PVS activities, with the general public, local authorities, other government departments and community groups within the Region.
7. Liaises extensively with District Manager(s) and service representatives, DPaW specialist branches, external stakeholders, and other land managers. Applies and adapts specialist advice to regional conditions.
8. Promotes effective relations and communicates the Department's mission and goals and Parks and Visitor Service activities with Aboriginal people and communities.
9. Promotes effective public relations and communicates the Department's mission and goals to key stakeholders, the media and the community. Represents the department on regional (Level 6) or departmental (Level 7) committees at meetings and media interactions.

##### **MANAGEMENT AND ADMINISTRATION (30%)**

10. Supervises staff and coordinates training, staff development and performance management, as appropriate. Sets and supervises work standards. Implements training programs. Implements the provisions of employment contracts. Contributes to (Level 6) or leads (Level 7) staffing and employment strategies within the region.
11. Develops and coordinates external funding applications, contracts and consultancies within regional and departmental programs.
12. Ensures all works are in accordance with the *Conservation and Land Management Act 1984*, other relevant Acts and regulations, policy statements, relevant circulars, manuals, , management plans, interim guidelines, recovery plans. Advises on policy matters associated with the service. Contributes (Level 7) to the review and development of policies and procedures as required.

##### **GENERAL (10%)**

13. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
14. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the Regional Manager.
15. Carries out regional (Level 6) or divisional/corporate (Level 7) projects as required by the Regional Manager or Director.
16. Carries out other duties as required by the Regional Manager.

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## 5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following three criteria. These should be addressed in no more than three pages in total.

1. Extensive (Level 7) or considerable (Level 6) experience in the provision of visitor services associated with the natural environment, in developing and implementing related operational plans, management plans and strategies, and having familiarity with the principles of planning and of ecologically sustainable development.
2. Substantial (Level 7) or considerable (Level 6) experience and competence in financial management and other management systems; including project management, risk management and information technology.
3. Extensive (Level 7) or considerable (Level 6) experience in effective management and leadership of teams, and in negotiating, communicating and liaising with the community, media, and special interest groups including indigenous Australians.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

4. Highly developed and effective (Level 7) or well developed (Level 6) oral and written communication skills including the ability to analyse, resolve and respond to complex and detailed issues and effectively communicate, liaise and negotiate, at a range of levels, with community organizations, stakeholder groups and the media.
5. Understanding of occupational, safety and health, equity and diversity principles and practices.
6. Current 'C' Class Driver's Licence.
7. Tertiary qualification in a discipline relevant to parks and visitor services or natural resource management or equivalent qualification. (**Desirable**)
8. Substantial (Level 7), considerable (Level 6) knowledge of, and experience in the application of legislation and policy to achieve conservation and land management. (**Desirable**)
9. Substantial (Level 7), considerable (Level 6) experience in the preparation of applications, negotiation with other agencies and land managers and management of projects involving external grants and sponsorships. (desirable)
10. Working knowledge of fire processes and operational aspects of fire protection plus ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (**Desirable**).

## Parks and Wildlife values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

### Essential:

*Open, Accountable, Responsive, Outcome-focused, Collaborative, Integrity.*

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> District Allowance	<input checked="" type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Personal Computer, digital camera, GPS, 4WD, VHF radios, light fire units		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on National Police checks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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## 7. Certification

The details contained in this document are an accurate reflection of position.

<b>Branch/Division Head</b>	<b>Director General</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>