



# 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> Conservation Employee			<b>Position Number</b>
<b>Level/Grade</b> AWU Level 2	<b>Specified Calling</b> N/A	<b>Agreement</b> AWU (WA Public Sector) GA 2015	<b>Effective Date</b> July 2016
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> South West Region	
<b>Section</b> Wellington District		<b>Location</b> Collie or Harvey	

## 2. Reporting Relationships

<b>Position Title</b> Work Centre Coordinator	<b>Level/Grade</b> AWU Level 4	 <b>Responsible to</b>		<b>Other offices reporting directly to this office</b>	
<b>Position Title</b> Overseer	<b>Level/Grade</b> AWU Level 3			<b>Position title</b> Conservation Employees	<b>Level/Grade</b> AWU Level 2
<b>This position</b>					
 <b>Officers under direct responsibility</b>					
<b>Position Title</b> Nil	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>			

**Department of  
Parks and Wildlife**  
REGISTERED JDF

HR OFFICER:   
22 Jul, 2016

## 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:

Operating under direct supervision:

Participates in a range of activities relating to conservation, parks and wildlife work within the department including prescribed burning, bushfire suppression and control, fauna and flora protection, construction and maintenance of infrastructure, support of tourism and recreational activities and the operation of associated machinery.

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 (%).

Operating under direct supervision:

##### **Fire Management (70%)**

1. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
2. Participates in firebreak construction and maintenance.
3. Erects signage.
4. Maintains water points and strategic road access.
5. Maintains fire equipment as required.
6. Use chemicals as required.

##### **Nature Conservation (10%)**

7. Participates in activities associated with the protection of flora and fauna, including controlling pests and diseases and application of chemicals.
8. Undertakes the trapping and baiting of feral animals and preparation of baits.
9. Participates in the planting and or rehabilitation of disturbed sites with native vegetation.
10. Monitors native fauna populations.

##### **Parks & Visitor Services (10%)**

11. Monitors visitor numbers and collects data.
12. Reports suspicious activity and offences on departmental land.
13. Uses various tools, machines and equipment to maintain park and land infrastructure.
14. Cleans and maintains visitor facilities including the collection and removal of rubbish.
15. Uses various tools, machines and equipment to construct park and visitor service infrastructure from a variety of materials including metal, wood, brick and cement.
16. Operates and maintains minor mobile and stationary plant and equipment.
17. Assists with the inspection of facilities
18. Uses chemicals as required.

##### **Sustainable Forest Management (5%)**

19. Engages in tree marking.
20. Participates in the rehabilitation of disturbed sites.
21. Participates in environmental monitoring, as required.

In undertaking this role the following generic duties also apply: **(5%)**

##### **Work Quality**

22. Understands and undertakes basic quality control and able to recognize basic quality faults.

##### **Customer Service**

23. Liaises with the public in a positive and constructive manner.

##### **Ethics and Compliance**

24. Ensures records are maintained and reports are prepared in accordance with departmental and district standards.
25. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.

##### **Occupational Health and Safety**

26. Responsible for personal safety and cooperates with team leader in carrying out of employee responsibilities as defined in the *Occupational Safety and Health Act 1984*.
27. Participates in safety initiatives including team meetings, Job safety Analysis preparation, workplace inspection, hazard identification and control and accident investigations.

##### **Other**

28. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the District Manager.
29. Carries out other duties as required.

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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 four criteria, including, where possible the desirable criteria. These should be addressed in no more than four pages in total.

1. Ability to participate in manual activities related to the maintenance and construction of departmental assets, flora and fauna protection and fire suppression and control with a preference for someone who has an interest or experience in recreation and nature conservation management.
2. Commitment to adhering to Occupational Safety and health procedures and principles, be willing to wear prescribed safety equipment and work safely with certified chemicals.
3. Experience in machine operations and or safe operation of chainsaws, brush cutters and common power tools. **(Desirable)**
4. Fire-fighting experience and certification. **(Desirable)**

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

5. Demonstrated literacy and numeracy skills including the ability to read and understand maps, and apply relevant guidelines, procedures, sections of Acts, policies and procedures in the work environment.
6. Ability to liaise and interact in a positive manner, good communication and interpersonal skills and able to work effectively in a team and with limited supervision when required.
7. Physically fit for "on the ground" operational fire work and be able to pass the departmental fire fitness test, be available for fire service consistent with the AWU (WA Public Sector) Award and any prevailing industrial agreements 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.
8. Willingness and ability to work away from home, often for extended periods and in remote locations and be available for occasional weekend and irregular hours of work.
9. Understanding of equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence.
11. Current 'MR' or 'HR' Class Driver's Licence. **(Desirable)**
12. Possess other skills or qualifications related to the position e.g. 1080 baiting certificate, firearms, animal trapping, accredited faller, first aid certificate, and common trade skills. **(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, 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No Seasonal 6 – 7 months		
<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 type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	4WD, Chainsaws, fire equipment, minor mobile and stationary plant and equipment, spraying equipment		
<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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## 7. Certification

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

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