



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

Position Title Ranger			Position Number DPW0292916
Level/Grade Grade 1 or 2	Specified Calling N/A	Agreement Rangers Award / RNPGA 2013	Effective Date 15 August 2016
Division Regional and Fire Management Services		Branch South West Region	
Section Blackwood District		Location Margaret River	

2. Reporting Relationships

Position Title Parks & Visitor Services Coordinator	Level/Grade Level 5
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Responsible to

Position Title Senior Ranger	Level/Grade Grade 4
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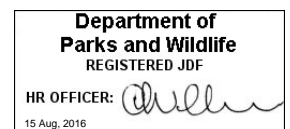
Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		



Other offices reporting directly to this office

Position title	Level/Grade
Senior Ranger	Grade 3
3 x Ranger	Grade 1 or 2
Rangers Assistant	RA1

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 immediate supervision of the Senior Ranger:

- Carries out programmed operational activities and field logistical support in national parks in the Blackwood district, including maintenance and servicing of facilities, visitor control, and the delivery of nature conservation programs and parks and visitor services projects as directed.
- Assists with fire, feral animal, weed and interpretative programs.
- Monitors park fee collection and participates in other promotional activities for the National Parks.
- Assists in the development of new recreational precincts.
- Implements works programs consistent with departmental guidelines, policies and management plans.

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 immediate direction of the Senior Ranger:

OPERATIONS (50%)

1. Undertakes and supervises operations outlined in the parks and visitor services program and nature conservation services strategic operations plans in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

2. Contributing to short-term park planning activities.
3. Working in close collaboration with other rangers in the parks for all duties to ensure effective coverage of district national parks.
4. Undertaking fabrication, and installation of visitor facilities and infrastructure, including painting, carpentry, metal fabrication, cleaning and minor maintenance to roads.
5. Undertaking maintenance of park visitor services infrastructure, including litter control and waste management.
6. Implementing recording systems and collecting visitor and natural resource monitoring data according to protocol.
7. Implementing environmental conservation programs, including feral animal control, rehabilitation of degraded areas and monitoring of endemic species and communities.

STAFF (10%)

8. Supervises the work of maintenance workers, trainees, volunteers and contractors, where applicable, to the prescribed work standard, including rostering, induction, training, mentoring, performance management, safety and occupational health.
9. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as in dealings with those listed in 8 above.

PUBLIC INTERACTION (25%)

10. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
11. Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups, indigenous organizations and other stake holders.
12. Assists in the preparation and participates in the implementation of community education and interpretative activities.
13. Participates in the implementation of volunteer programs.
14. Arranges and participates in public involvement activities, including consultation and education relating to management plans and other planning documents and strategies.
15. Performs compliance and enforcement duties in accordance with the *Conservation and Land Management Act 1984* and the *Wildlife Conservation Act 1950* and associated regulations, as required.

GENERAL (15%)

16. Responsible for the management and mitigation of visitor risk.
17. Ensures that fees and all other collected monies are accounted for in accordance with the *Financial Management Act 2006*.
18. Responsible for general administration, including compiling administrative account documentation, maintaining statistical information.
19. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
20. 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.
21. 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 three criteria. These should be addressed in no more than three pages in total.

1. Good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2) liaison with the public, commercial tourism operators, community groups, Indigenous groups and other stakeholders.
2. Demonstrated ability to work effectively in a team, show initiative and to work unsupervised.
3. Ability to (Grade 1) or demonstrated experience in (Grade 2) construction and maintenance, carrying out routine maintenance duties, including the use of hand tools, power tools, chainsaws and small engines.

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

4. Physically fit, able and willing to work in remote areas, and participate in fire and other emergencies, must be able to pass the departmental fire fitness test.
5. Demonstrated competence in written and oral communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of park related public involvement, interpretative and educational activities, and ability to be proficient (Grade 1) or demonstrated proficiency (Grade 2) in word processing, and the use of spreadsheets and database software.
6. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated with visitor management and natural resource management, including and awareness of the principles and practices of Visitor Risk Management.
7. Appointment / Progression to Grade 2 is dependent upon possessing a Certificate of National Park Management, a Certificate of Conservation and Land Management or an equivalent qualification.
8. Understanding of occupational, health and safety, equity and diversity principles and practices.
9. Current 'C' and 'HR' Class Driver's Licences.
10. Knowledge of the *Conservation and Land Management Act 1984* and the *Wildlife Conservation Act 1950* and associated regulations, in particular in relation to compliance management. (**Desirable**)
11. Possession of 'MR' Class Driver's Licence. (**Desirable**)
12. 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, Innovative, 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

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) 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		
Allowances and Special Conditions 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	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4wd vehicle fire fighting equipment, computer digital camera and video equipment, satellite phones, radios (UHF, VHF, HF).		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234314
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7. Certification

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

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: