



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 Operations Officer - Caves			Position Number DPW0293787
Level/Grade Level 3	Specified Calling N/A	Agreement PSA 1992, PSGOGA 2014	Effective Date 15 August 2016
Division Regional and Fire Management Services		Branch South West Region	
Section Blackwood District		Location Calgardup Cave	

2. Reporting Relationships

Position Title District Manager	Level/Grade Leve 7	 Responsible to		Other offices reporting directly to this office	
Position Title Parks & Visitor Services Coordinator	Level/Grade Level 5			Position title District Operations Officer PVS Senior Ranger	Level/Grade Level 4 Grade 4
Position Title Cave Guides (Approx. 1.2 FTE PPT & Casual)	Level/Grade AWUVCA L2	Approx. no. FTEs supervised Nil			

Department of Parks and Wildlife
REGISTERED JDF
HR OFFICER: 
24 Aug, 2016

This position


Officers under *direct* responsibility

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 direction from the Parks and Visitor Services Coordinator:

- Assists with organising the planning, coordination and implementation of specific elements of the Parks and visitor Services (PVS) works programs and operations relating to Caves and Karst management.
- Coordinates group events, commercial activities and scientific research related to district PVS caves and karst sites, including the management and coordination of the Cave Permit System in the Leeuwin – Naturaliste National Park (LNNP).
- Liaises with community, key stakeholders and community groups in a positive and informed manner.
- Participates in the preparation and delivery of allocated works programs to agreed standards and timeframes within the adventure caves and abseiling sites.

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 direction from the Parks and Visitor Services Coordinator:

SERVICES DELIVERY (10%)

1. Assists with determining the standards and techniques for implementing the allocated areas of the district PVS works programs. Ensures all activities are compatible with the department's objectives & responsibilities and management plans.
2. Assists with co-ordinating and integrating district's PVS works programs in allocated areas having regard for district priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Wildlife Conservation Act 1950* and the *Bush Fires Act 1954*, Circulars, policies, guidelines and other relevant legislation.

DISTRICT OPERATIONS (55%)

4. Assists with planning and implementing management actions and programs prescribed in annual work plans, management plans and interim management guidelines to maintain and enhance biodiversity on conservation reserves, other departmental managed lands, caves and karst and crown reserves. Works include:
 - delivery and management of the Cave Permit System related to cave and karst management in the LNNP – including abseiling permits;
 - ensuring implementation and maintenance of departmental standards in the management of commercial recreational activities on departmental estate associated with caves and karst.
 - planning and implementing rehabilitation and ecological restoration programs in national parks and conservation parks;
 - promoting community education opportunities associated with the outcome of projects and visitor interactions with the department in caves and karst;
 - managing the district VISTAT and RECDATA programs related to the cave and karst reserve system in the LNNP; and
 - coordinating and managing any scientific research and cave and karst rehabilitation projects in the LNNP.
5. Assists with coordinating, developing and implementing effective and supported volunteer programs in national parks in the district.
6. Communicates effectively, both verbally and written, with other district staff, regional and specialist staff to ensure best practice activities in the departmental programs. Prepares reports, enters and stores data and maintains records.
7. Represents the district on the Cave Management Advisory Committee (CMAC) and cave leader accredited courses.
8. Undertakes an active role in bushfire suppression, prescribed burning and incident control activities.

HUMAN RESOURCES MANAGEMENT (15%)

9. Coordinates works programs for Conservation Employees, and contractors, and supervises staff and reports on quality of work performed in allocated work areas.
10. Actively contributes as a team member. Leads staff when required. Assists in developing and implementing training to other district staff.
11. Prepares and reviews job prescriptions and job safety analyses for works programs undertaken by Conservation Employees and those supervised.
12. Ensures safe and efficient work methods are used at all times.

FINANCIAL MANAGEMENT (10%)

13. Assists in the development of the annual PVS works program including the preparation of financial estimates.
14. Monitors expenditure and cost effectiveness of works within allocated areas.
15. Assists with the preparation of contract documents.

GENERAL (10%)

16. Investigates and reports any incidents of unauthorised use or entry into the caves and karst systems of the LNNP.
17. Purchases, controls and maintains departmental property and equipment, within government policy, protocols and guidelines.
18. Actively participates in departmental training and safety programs as directed.
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. Undertakes other duties as directed by the District Parks & Visitor Services Coordinator.

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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. These should be addressed in no more than four pages in total.

1. Some knowledge and experience in leading and managing teams, showing a high level of self-motivation and skills in organising and implementing works programs, scheduling work, setting and reviewing goals, reviewing progress, including experience with managing contractors, volunteers and special interest groups; with a preference for experience in coordinating and managing contracts and licensed activities in this regard.
2. Evidence of good interpersonal skills and experience in effective liaison with external organisations, including local authorities, private companies, other government agencies, stakeholders (including indigenous), incorporated bodies and community interest groups.
3. Knowledge of and experience in the operational implementation of works programs associated with natural land management or a closely related field or technical area, , with a preference for experience and knowledge in implementing works programs and recovery actions that manage threatening processes and enhance or recover biodiversity assets with an emphasis on caves and karst management..
4. Experience in infrastructure development associated with karst management, budget preparation, control and expenditure of allocated work projects.

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

5. Good oral and written communication skills, including report writing and the ability to use computer software (including GIS) for data analysis, and database management.
6. Ability and willingness to participate in fire emergency arrangements, including fire availability rostering, prescribed burning, bushfire suppression and protection activities, and the ability to pass the departmental fire fitness test.
7. Understanding of occupational, health and safety, and equity and diversity principles and practices.
8. Current 'C' Class Driver's Licence.
9. Tertiary qualification in a discipline relevant to forest management, natural land management, environmental management or equivalent qualification. **(Desirable)**
10. Knowledge of the *Conservation and Land Management Act 1984*, and regulations, *Wildlife Conservation Act 1950*, *Bush Fires Act 1954*, and associated regulations, and other legislation, awards, policies and instructions relevant to the department. **(Desirable)**
11. 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

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.	GPS, Computer, GIS software, 4WD, VHF radio, RT UHF radio, Pabx telephone system, Personal data devices.		
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 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
Signature:	Signature:
Date:	Date: