



JOB DESCRIPTION FORM



The Department of Parks and Wildlife has the following mission:

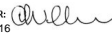
To ensure that the nature of Western Australia is protected and conserved, for its intrinsic values and to enrich peoples' lives.

1. Position Details

Position Title District Wildlife Officer			Position Number DPW0077665
Level/Grade Level 4 or 5	Specified Calling N/A	Agreement PSA 1992/PSGA 2014	Effective Date 15 August 2016
Division Regional and Fire Management Services		Branch Midwest Region	
Section Moora District		Location Jurien Bay	

2. Reporting Relationships

Position Title District Manager	Level/Grade Level 6 or 7	 Responsible to	 Other offices reporting directly to this office
Position Title District Nature Conservation Coordinator	Level/Grade Level 5		
This position			
Officers under <i>direct</i> responsibility			
Position Title Nil	Level/Grade	Approx. no. FTEs supervised	

Department of
Parks and Wildlife
REGISTERED JDF
HR OFFICER: 
15 Aug. 2016

Position title	Level/Grade
Conservation Officer Flora	SC Level 1
District Operations Officer	Level 4
Assistant Operations Officer	Level 1/2

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 general direction (Level 4) or minimal direction (Level 5) of the District Nature Conservation Coordinator:

- Delivers parks and conservation services compliance services in the district, leads investigations, conducts nature protection issue and licence assessments, advises on nature protection issues generally, assists in the management of interactions between the public and wildlife.
- Maintains a close technical working relationship within the wildlife compliance program at the district, and regional level to provide for an integrated delivery of wildlife protection and compliance services across the region.

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 general direction (Level 4) or minimal direction (Level 5) of the District Nature Conservation Coordinator:

COMPLIANCE SERVICES. (65%)

1. Leads and conducts investigations to detect, deter and apprehend unlawful wildlife and unauthorized clearing activity related to biodiversity and nature protection on all land and waters.
2. Contributes to the development of plans and methodologies to identify and eliminate unlawful activity related to biodiversity and nature protection.
3. Plans individual projects to investigate, collect evidence and take appropriate action in accordance with approved targets, strategies and relevant regulatory compliance policies.
4. Investigated (Level 5) or contributes (Level 4) to the development of techniques and technology to improve the efficiency and effectiveness of compliance programs
5. Leads (Level 5) or implements (Level 4) and /or coordinates law enforcement activities within the region as part of approved investigations where additional staff or regions are involved.
6. Monitors and undertakes audits of activities regulated under the *Conservation and Land Management Act 1984*, *Wildlife Conservation Act 1950*, and their associated regulations.
7. Monitors wildlife imports and exports in accordance with program plans and objectives.
8. Regulates open and closed seasons, liaises with wildlife industry representative, the general public, hobbyists and monitors field and licensed activities.
9. Prepares reports and legal documents as required to ensure successful legal outcomes as a result of investigations.
10. Liaises with State Solicitors Office, attends court and presents evidence to support prosecution action.
11. Establishes and maintains an information network, gathers intelligence and assesses reports received from other officers and recommends appropriate action.
12. Contributes to the development of departmental offence and intelligence databases, including bio security awareness and monitoring.

COMMUNICATION AND COMMUNITY LIAISON. (10%)

13. Liaises internally and establishes and maintains a close working relationship with other district, regional, and departmental Nature Protection Branch personnel to ensure an integrated and co-operative delivery of nature protection services.
14. Liaises with State and Commonwealth enforcement agencies; government and non-government organizations and members of the public on nature protection compliance and related matters.
15. Responds to public enquiries regarding emergency wildlife issues and with assistance of other district, regional and other relevant departmental personnel, engages in a speedy and integrated response.
16. Advises the public, government and non government agencies and special interest groups regarding wildlife protection legislation and policy, and the rescue and rehabilitation of derelict fauna.
17. Contributes to public enquiries regarding the department's enforcement policies and prepares responses for senior staff where required.

ASSESSMENT AND EMERGENCY RESPONSES (10%)

18. Conducts field enquiries into wildlife licence applications, assesses complaints of nuisance, damage causing and dangerous fauna, conducts enquiries into sick and injured fauna, provides advice, issues licences as required and reports.
19. Attends fauna emergencies and assists in determining and implementing appropriate rescue/recovery, gathers data for central data basing and in large scale events acts in accordance with the incident management systems.
20. Conducts investigations into reports of new introduced species observed in the wild and assists with the development and coordination of eradication strategies.
21. Assists with regional environmental impact assessments as directed.

EDUCATION AND AWARENESS (5%)

22. Provides information to the public and various organizations, including the indigenous community and contributes to media and journal articles on wildlife and compliance issues, nature conservation and protection.
23. Prepares and delivers nature conservation and protection presentations and other public awareness programs to schools, clubs and other groups, as appropriate

GENERAL (10%)

24. Develops and delivers (Level 5) or assists in the delivery of (Level 4) investigation skills training, including the preparation of training material for regional personnel engaged in biodiversity and nature protection related enforcement functions, and managing interactions with wildlife and members of the public.
25. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
26. 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 District Manager.
27. Performs 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. These should be addressed in no more than four pages in total.

1. Considerable experience (Level 5) or experience (Level 4) in conducting criminal investigations and knowledge of the general principals and procedures associated with the preparation of full briefs of evidence for criminal prosecutions.
2. Sound Knowledge (Level 5) or knowledge (Level 4) of legislation, associated policies and guidelines relating to biodiversity and nature protection issues; experience in appropriately interpreting their application for wildlife nature protection issues, with a preference for those with an understanding of biodiversity protection, compliance management and regulation issues in Australia.
3. Working knowledge (Level 5) or knowledge (Level 4) of the industries regulated under biodiversity and nature protection; ability to identify flora, fauna, and exotic animals, and experience in managing human interactions with wildlife.
4. Proven leadership (Level 5) or leadership (Level 4), co-ordination, project management and organisational skills, including the ability to meet deadlines, work under pressure and achieve results.

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

5. Sound (Level 5) or good (Level 4) interpersonal, written and oral communication skills; including the ability to prepare investigative reports, use computers (including database update and interrogation and GIS applications), make public presentations, testify in court proceedings, present training sessions, and provide written and oral advice to senior management and regional staff.
6. Ability to work and collaborate effectively in a team environment with a broad range of other staff and clients, and communicate and liaise with internal and external stakeholders, organisations, the community, media and special interest groups including indigenous Australians.
7. 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. Ability and willingness to travel and be available for weekend and irregular hours of work.
9. Understanding of occupational health and safety, and equity and diversity principles and practices.
10. Current 'C' Class Driver's License.
11. Possession of a tertiary qualification in relevant field such as environmental management, natural resource management, conservation biology and/or possession of qualifications in the field of regulatory compliance such as Certificate IV in (Government) investigations. (**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, 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 type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal Computer, C class endorsed to include manual drive vehicles GPS, Camera, 4 WD, Firearms		
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 Ability to meet security classification "Protected".		

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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: