



JOB DESCRIPTION FORM

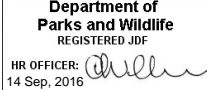
The Department of Parks and Wildlife has the following mission:

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 (Marine)			Position Number DPW3116633
Level/Grade Grade 1 or 2	Specified Calling N/A	Agreement Rangers Awards, PNPGA 2013	Effective Date 14 September 2016
Division Regional and Fire Management Services		Branch Kimberley Region	
Section West Kimberley District		Location Broome	

2. Reporting Relationships

Position Title District Manager	Level/Grade Level 6 or 7			
↑				
Responsible to				
Position Title Marine Park Coordinator NRBMP & Rowley Shoals	Level/Grade Level 5	Other offices reporting directly to this office <table border="1" style="width: 100%;"> <tr> <td>Position title Nil</td> <td>Level/Grade</td> </tr> </table>	Position title Nil	Level/Grade
Position title Nil	Level/Grade			
↑	←			
Responsible to				
This position				
↑				
Officers under direct responsibility				
Position Title Nil	Level/Grade	Approx. no. FTEs supervised		

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 direction of the Marine Park Coordinator NRBMP & Rowley Shoals:
- Carries out programmed operational activities and field logistical support for the Yawuru Nagulagun Roebuck Bay Marine Park (YNRBMP); including maintenance and servicing of facilities, visitor control, commercial operator liaison and the delivery of nature conservation programs, as directed.
 - Undertakes an active role in marine park patrols with a focus on district crocodile management for waters in or near Broome.
 - Undertakes compliance patrols, maintains and skippers departmental vessels and upkeep of equipment.
 - Implement work 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 Marine Park Coordinator NRBMP & Rowley Shoals:

OPERATIONS (50%)

1. Undertakes and supervises marine operations outlined in the works program in accordance with the YNRBMP management plan, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

- undertaking patrols via vessel and 4WD vehicle for the purpose of raising public understanding of regulations, compliance monitoring and enforcement;
- maintaining and skippering departmental vessels in accordance with Department of Transport requirements and departmental policies;
- assisting departmental staff with the implementation of all marine and coastal annual works programs across the West Kimberley district, with a particular focus on district crocodile management;
- working closely with Traditional Owners to deliver on ground joint management as identified by joint management bodies; and
- participating in the mitigation and maintenance of Visitor Risk Management requirements.

STAFF (10%)

2. Supervises the work of maintenance workers, trainees, volunteers and contractors, where applicable, to the prescribed work standard.
3. 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 2 above.

PUBLIC INTERACTION (20%)

4. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
5. Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups, and other stakeholders.
6. Assists in the preparation and delivery of interpretative and educational material, community education programs and public consultation relating to management plans and other planning documents and strategies.
7. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984* and regulations, the *Wildlife Conservation Act 1950*, as required.

GENERAL (20%)

8. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
9. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
10. Undertakes activities associated with incident management (e.g. bushfires, marine wildlife strandings, search and rescue and oil spills) commensurate with experience and training, and as directed by the District Manager.
11. Other duties as directed by the District 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 four criteria. These should be addressed in no more than four pages in total.

1. Under Section 50D of the Equal Opportunity Act 1984, Aboriginality is a genuine requirement for this position with preference given to Yawuru community members or approved Yawuru applicants.
2. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated visitor management and natural resource management with an emphasis on the marine environment and marine park management.
3. Good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2) patrol and enforcement activities, and liaison with the public, commercial tourism operators, community groups, Indigenous groups, other government agencies and stakeholders.
4. Knowledge (Grade 1) and experience (Grade 2) in the logistics of vessels, and the operation and skippering of vessels up to 12 metres in length requiring a Coxswain Grade 1 (NSCV Near Coastal) as a minimum certificate of competency, with ability to attain (Grade 1) or holding (Grade 2) such a certificate with documented evidence of experience in working on commercial vessels in survey (via a certified sea-service book) or equivalent.

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

5. Demonstrated competence in written and oral communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of interpretative and educational programs. Proficient (Grade 1) or demonstrated proficiency (Grade 2) in word processing, and the use of spreadsheets and database software.
6. Demonstrated ability to work effectively in a team, show initiative, work unsupervised and show a high level of self motivation and organization.
7. Physically fit and able to pass the departmental fire fitness test 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. Appointment / Progression to Grade 2 is dependent upon possessing a Certificate of Conservation and Land Management or a proficiency in Maritime Safety and Vessel operation or an equivalent qualification.
9. Understanding of occupational, health and safety, equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence.
11. Hold a Senior First Aid Certificate, and an Advanced Resuscitation (oxygen) certificate.
12. Knowledge of the *Conservation and Land Management Act 1984* and regulations, the *Wildlife Conservation Act 1950* and regulations, in particular in relation to compliance management, and have an understanding of the principles and practices of Visitor Risk Management. (**Desirable**)
13. Knowledge of the Australasian Inter-Service Incident Management System (AIIMS) and its application to emergencies such as wildfires, marine wildlife strandings and oil spills. (**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 checked="" type="checkbox"/> District Allowance	<input checked="" type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input checked="" type="checkbox"/> No Fixed Hours (Rangers only)	
	<input checked="" type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below :	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Vessels, 4WD, towing trailers, crocodile handling equipment, power and hand tools, firefighting equipment, GPS, Cybertracker/ Itracker, 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: