



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 Assistant Operations Officer			Position Number DPW3083524
Level/Grade Level 1/2	Specified Calling Level N/A	Agreement PSA 1992, PSGOGA 2014	Effective Date 10 January 2017
Division Regional and Fire Management Services		Branch Kimberley Region	
Section East Kimberley District		Location Kununurra	

2. Reporting Relationships

Position Title Senior Operations Officer – Miriuwung Gajerrong (MG)	Level/Grade Level 5
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Responsible to

Position Title Operations Officer – Miriuwung Gajerrong	Level/Grade Level 3
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Responsible to

This position



Officers under *direct* responsibility

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

<p>Department of Parks and Wildlife REGISTERED JDF</p> <p>HR OFFICER: </p> <p>10 Jan, 2017</p>
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Other offices reporting directly to this office

Position title	Level/Grade
2 x Ranger MG	Grade 1or 2
6 x Conservation Employee MG	AWU Level 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 immediate direction:

- Assists with the delivery of fire management, nature conservation, and parks and visitor services predominantly within the East Kimberley district.
- Liaises with district and regional personnel as appropriate, to achieve the organisation and implementation of allocated works programs.

The position can operate across all the services within the districts of the region depending upon the development program engaged in and the operational needs of 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 immediate supervision:

PROJECT MANAGEMENT (50%)

1. Assists with the coordination, implementation, monitoring and review of an annual schedule of works in accordance with district and / or regional operations plans which may include:
 - Planning and delivery of annual Fire Management Services mitigation works including maintenance of roads and firebreaks, maintenance and upgrade of water points, and burn boundary preparation;
 - Preparation of prescriptions for the implementation of annual burning programs;
 - Control of invasive species (weeds, feral animals and diseases) and other threatening processes;
 - Management, monitoring, recovery and reporting of threatened flora, fauna and ecological communities;
 - Preparation and implementation of revegetation programs.
 - Management of inappropriate use of conservation reserves and crown land by the activities of members of the public, utilities and other development proponents;
 - Delivery of Parks and Visitor Services works including site maintenance and construction, recreational trail maintenance and construction;
 - Creation and delivery of interpretative signage, displays and programs;
 - Organizing community education opportunities and media liaison associated with the outcome of projects;

FIELD OPERATIONS (25%)

2. Ensures all environmental, safety and works standards are implemented in the projects being undertaken.
3. Assumes an allocated role in an Incident Management Team. Participates in fire suppression and burning activities, as required.
4. Contributes to effective Visitor Risk Management.
5. Supervises Conservation Employees, contractors and volunteers as required.

ADMINISTRATION (10%)

6. Controls the progress and cost of works within allocated areas of responsibility.
7. Prepares reports and correspondence dealing with field management operations, as required.
8. Ensures all operations undertaken are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, the *Wildlife Conservation Act 1950*, the *Bush Fires Act 1954*, other relevant legislation, circulars, instructions, management plans and policies.

LIAISON (5%)

9. Liaises with other staff in the department, other local and government agencies and members of the public, including neighbours and indigenous and special interest groups as required, to ensure the effective delivery of departmental service objectives.
10. Liaises with researchers and assist with research data collection, as directed.
11. Provides information, advice and support to Service Coordinators and district / regional management team members in matters relating to field management operations.

GENERAL (10%)

12. Maintains office procedures and records and allocated equipment and vehicles to acceptable standards.
13. Represents the department at meetings with local authorities, other government agencies, community groups, indigenous and special interest groups, as required.
14. Participates in development opportunities across all service programs of the region as directed.
15. 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.
16. Undertakes other duties as directed by the Operations Officer / 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 three criteria, including the desirable criterion where possible. These should be addressed in no more than a total of three pages.

1. Some knowledge (Level 1) and experience (Level 2) in working in natural land management or a closely related field or a related technical area, with a preference for some knowledge (Level 1) or experience (Level 2) in recreation management and knowledge of conservation and land management issues preferably in an arid environment.
2. Broad understanding of the issues involved in planning and implementing works programs.
3. Some knowledge of the principles involved in developing and monitoring budgets. **(Desirable)**

The following criteria will be assessed at some stage during the selection process:

4. Effective interpersonal, oral and written communication skills with an ability and willingness to work closely with the community, indigenous and special interest groups with a preference for awareness of Aboriginal culture.
5. Some proficiency in computer skills for word processing, spreadsheets and data processing with a preference for knowledge and experience with GPS and GIS applications.
6. Ability to work collaboratively as part of a team and independently, show a high level of self-motivation and a willingness to travel, work away from home for extended periods in remote regional locations.
7. Demonstrated physically fit and able to pass the department's field fire fitness test, plus willing and able to participate in fire and emergency activities including outside normal hours.
8. Understanding of occupational, health and safety, and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence, or significant progress towards obtaining the licence.
10. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**
11. Some understanding of the *Conservation and Land Management Act 1984*, the *Wildlife Conservation Act 1950*, the *Bush Fires Act 1954*, and associated regulations. **(Desirable)**
12. Some knowledge of the flora and fauna, threatening processes to nature conservation in Western Australia and a basic understanding of the land issues in the Kimberley. **(Desirable)**
13. Current Senior First Aid Certificate. **(Desirable)**
14. Current Coxswain Grade 2 (Near Coastal) Certificate or ability to obtain the certificate. **(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 type="checkbox"/> Yes <input checked="" 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 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.	Personal Computer, Digital Camera, GPS, 4WD, HF, VHF and UHF Radios, Light Fire Units, Boats, Quad Bikes, Chain Saws, Trucks and General Field Equipment.		
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 type="checkbox"/> Yes <input checked="" 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		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234311
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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: