

Job Description Form

1. Position Details

Position Title Marine Program Officer			Position Number DBCA3125614
Level/Grade Level 4	Specified Calling N/A	Agreement PSA 1992, PSGOGA 2017	Effective Date 31 December 2018
Division Regional and Fire Management Services		Branch Pilbara Region	
Section		Location Karratha	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8
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Responsible to

Position Title Marine Program Coordinator	Level/Grade Level 5
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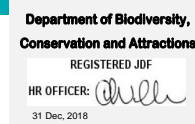
Responsible to

This position



Officers under *direct* responsibility

Position Title Project Officer - West Pilbara Turtle Program	Level/Grade Level 2 or 3	Approx. no. FTEs supervised Nil
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Other officers reporting directly to this office

Position title Senior Ranger (Marine)	Level / Grade Grade 3
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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 of the Marine Program Coordinator:

Undertakes marine program work within departmental marine conservation reserves, coastal and island reserves in the Pilbara Region (excluding Exmouth District), including:

- assisting with the implementation of the Montebello / Barrow Islands Marine Conservation Reserves Management Plan;
- coordinating the implementation of and participating in the marine turtle conservation and management works program; and
- developing and presenting educational and interpretative material related to the management of marine conservation and island reserves, and marine wildlife.

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 of the Marine Program Coordinator:

MARINE PROGRAM IMPLEMENTATION (50%)

1. Undertakes marine program work within departmental marine conservation reserves, coastal and island reserves in the Pilbara Region (excluding Exmouth District), including:
 - assisting with the implementation of the Montebello / Barrow Islands Marine Conservation Reserves Management Plan;
 - coordinating the implementation of and participating in the marine turtle conservation and management works program; and
 - assisting with the collection and analysis of data for ecological, social monitoring and research programs, in line with established protocols.
2. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, the *Wildlife Conservation Act 1950*, *Biodiversity Conservation Act 2016*, associated regulations, Management Plans, and other relevant legislation.
3. Provides leadership and direction to staff supervised, ensuring their development is in line with role expectations and provides feedback on performance.
4. Supervises the work of maintenance workers, trainees, volunteers and contractors, where applicable, to the prescribed work standard.
5. Develops and maintains technical competence and knowledge in marine wildlife (marine turtles in particular) and ecological community management and conservation.
6. Provides environmental advice relating to marine conservation and island reserves, and marine wildlife conservation and management, as required.

COMMUNICATION AND LIAISON (45%)

7. Liaises with staff in the department where inter dependencies exist, government agencies, local authorities, community and special interest groups, industry (mining and tourism), indigenous organisations, research organisations and tertiary institutions, on matters relating to the management of marine conservation and island reserves, and marine wildlife.
8. Develops and presents educational and interpretative material related to the management of marine conservation and island reserves, and marine wildlife.
9. Represents the department at committee meetings and working groups involving State government agencies, local government, departmental staff, industry and the community on issues relating to conservation marine matters, as directed.
10. Assists with the preparation of recommendations, submissions, correspondence and briefing notes on the management of marine, island and coastal reserves, and marine wildlife.
11. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.

GENERAL (5%)

12. Provides information, advice and support to the Marine Program Coordinator and district and regional management team members in matters relating to marine program work undertaken.
13. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
14. 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 Regional Manager.
15. Undertakes other duties as directed by the Marine Program 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 three criteria. These should be addressed in no more than two pages in total.

1. Considerable experience in undertaking marine, coastal and / or island environmental works programs and projects within time and resource constraints and have knowledge of marine, coastal and island ecology.
2. Evidence of well-developed interpersonal and oral communication skills, and experience in liaising effectively internally and externally with organisations, government, industry, media, community and special interest groups, including indigenous and school age groups.
3. Experience in leading and managing teams, working effectively as part of a team and independently and showing a high level of self-motivation.

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

4. Well-developed written communication skills including technical report writing and the ability to use computer software (Word, Excel, Access, PowerPoint, GIS) for data analysis and database management, plus experience in developing and delivering presentations.
5. Experience in budget preparation, and control of expenditure of allocated works programs.
6. Physically fit, hold an approved Advanced SCUBA diving qualification (or higher), a Provide First Aid Certificate, and a qualification to administer oxygen resuscitation or therapy or demonstrate an ability to obtain these qualifications; be able to pass a commercial dive medical (AS2299.1) annually and be willing and able to undertake diving activities for the department.
7. Small boat handling proficiency and hold a current Coxswain Grade 1 (Near Coastal) Certificate (or higher qualification) or demonstrate an ability to obtain this qualification.
8. Ability and willingness to live and work in remote locations and physically challenging environments, work away from home for extended periods and camp when required.
9. Understanding of occupational health and safety, and equity and diversity principles and practices.
10. Current "C" Class Driver's License.
11. Tertiary qualification in a discipline relevant to marine science, natural resource management, or a related field. **(Desirable)**
12. Knowledge of the *Conservation and Land Management Act 1984*, *Wildlife Conservation Act 1950*, *Biodiversity Conservation Act 2016*, and associated regulations. **(Desirable)**
13. 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)**.
14. Knowledge of the Australasian Inter-Service Incident Management System (AIIMS) and its application to emergencies such as wildfires, marine wildlife stranding's and oil spills. **(Desirable)**

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, Creative, 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 i.e. 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: Housing, camping, seagoing & diving allowance	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal computer equipment, GPS, GIS, 4WD, small vessels up to 12 m length, SCUBA equipment, towing trailers, digital camera and video equipment (including underwater), power and hand tools, satellite phones, radios (UHF, VHF, HF), firefighting 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 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		

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: