

Job Description Form

1. Position Details

Position Title Lease and Licensing Officer			Position Number DBCA3029044
Level/Grade Level 3 or 4	Specified Calling N/A	Agreement PSA 1992, PSGOGA 2017	Effective Date 10 April 2019
Division Regional and Fire Management Services		Branch Pilbara Region	
Section		Location Exmouth	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8
---	-------------------------------



Responsible to

Position Title Regional Leader Parks and Visitor Services	Level/Grade Level 6 or 7
---	------------------------------------



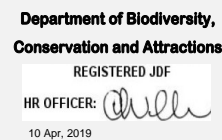
Responsible to

This position



Officers under *direct* responsibility

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



Other offices reporting directly to this office

Position title	Level/ Grade
Operations Officer Joint Management Ranger Murujunga National Park	Level 4 Grade 1 or 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 direction (Level 3) or general direction (Level 4) of the Regional Leader Parks and Visitor Services:

- Provides efficient and effective management of the Commercial Operators' Licensing service in the Pilbara Region in accordance with the department's policies and procedures.
- Provides advice to internal and external stakeholders on licensing issues.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Position Title Lease and Licensing Officer			
Position No. DBCA3029044	Level/Grade Level 3 or 4	Specified Calling N/A	Effective Date 10 April 2019

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 direction (Level 3) or general direction (Level 4) of the Regional Leader Parks and Visitor Services:

PROGRAM IMPLEMENTATION (75%)

In consultation with district, regional and departmental specialist staff:

1. Administers existing licences and leases in the region to ensure efficient, effective and timely outcomes are achieved.
2. Advises on implementation of existing codes of practice and guidelines relating to all leases and licences in the region, and where codes for these are not developed, works collaboratively with the tourist industry and peak bodies in their establishment.
3. Ensures cultural and environmental values are protected and risk management policies are included when establishing appropriate guidelines for, and in working with commercial operators.
4. Provides information on a range of visitor services (interpretation and education) to all commercial operators to enable them to communicate departmental conservation messages to the public
5. Convenes forums to progress opportunities to expand and manage commercial activities.
6. Develops and identifies business opportunities associated with cultural and nature based tourism and seeks sponsorship and grant opportunities for projects to improve the proposed outcomes.

LIAISON (10%)

7. Liaises regularly and works collaboratively with commercial operators to address emerging issues.

COMMUNICATION (10%)

8. Provides regular briefings to staff and interested parties via face-to-face meetings, newsletter and other media and contributes to parks and visitor services tourism and recreation communication programs.
9. Maintains open and transparent lines of communication with all parties involved in the commercial activities.
10. Collaborates with specialist staff and teams of staff at various levels across the region and State on issues associated with commercial operations on departmental managed lands and waters.

GENERAL (5%)

11. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
12. Participates in emergency incident rosters and responses which may be related to bushfire, search and rescue, or wildlife, as appropriate, and as directed by the Regional Manager.
13. Undertakes other duties as directed.

Position Title Lease and Licensing Officer			
Position No. DBCA3029044	Level/Grade Level 3 or 4	Specified Calling N/A	Effective Date 10 April 2019

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 (**Level 3**) or considerable (**Level 4**) experience, and demonstrated competence in identifying and analysing issues, and developing solutions associated with interactions between commercial operator activities and the natural, social and economic environment in which they operate.
2. Some (**Level 3**) or considerable (**Level 4**) experience administering commercial leases and licences, working with commercial operators to develop conservation messages for the tourism industry and the community, and seeking sponsorship and grant opportunities.
3. Some (**Level 3**) or considerable (**Level 4**) experience, and demonstrated competence in identifying, leading and driving commercial business opportunities associated with both the natural and cultural environments.
4. Demonstrated ability to work collaboratively and with initiative as a member of a team, and alone with minimal supervision.

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

5. Good (**Level 3**) or well-developed (**Level 4**) oral and written communication skills, including public presentation skills and the use of relevant computer software (i.e. MS office programs).
6. Understanding of occupational, health and safety and equity and diversity principles and practices.
7. Current 'C' Class Driver's Licence, with manual endorsement an advantage.
8. Tertiary qualifications in natural sciences, communication, education or other relevant fields. (**Desirable**)
9. Knowledge (**Level 3**) or working knowledge (**Level 4**) of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* associated regulations and policy and procedures pertaining to commercial leases and licences. (**Desirable**)
10. Understanding of the tourist operator industry in Western Australia, including the Pilbara Region. (**Desirable**)
11. Some (**Level 3**) or considerable (**Level 4**) experience in interpreting, communicating and implementing policy in a commercial environment. (**Desirable**)
12. 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**).

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.

Position Title Lease and Licensing Officer			
Position No. DBCA3029044	Level/Grade Level 3 or 4	Specified Calling N/A	Effective Date 10 April 2019

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: Subsidised housing may be available	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal computer, digital camera		
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	511112
---	--------

7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: