


Job Description Form

1. Position Details

Position Title Senior Ranger – Stirling Range National Park			Position Number DBCA0294184
Level/Grade Grade 3	Specified Calling N/A	Agreement Rangers Award /RNPGA 2017	Effective Date 4 December 2019
Division Regional and Fire Management Services		Branch South Coast Region	
Section Albany District		Location Stirling Range National Park	

2. Reporting Relationships

Position Title District Manager	Level/Grade Level 6 or 7			
↑ Responsible to				
Position Title District PVS Coordinator	Level/Grade Level 5			
↑ Responsible to		Other offices reporting directly to this office		
This position		<table border="1"> <tr> <td>Position title Senior Ranger Albany Parks</td> <td>Level/ Grade Grade 4</td> </tr> </table>	Position title Senior Ranger Albany Parks	Level/ Grade Grade 4
Position title Senior Ranger Albany Parks	Level/ Grade Grade 4			
↑ Officers under <i>direct</i> responsibility				
Position Title Ranger Stirling Range NP	Level/Grade Grade 1 or 2	Approx. no. FTEs supervised Nil		

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 District Parks and Visitor Services (PVS) Coordinator:

Responsible for the works program and day to day operations within the Stirling Range National Park, liaison with stakeholder and Indigenous organisations and coordination of seasonal/ short term staff, volunteers and contractors.

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

Position Title Senior Ranger			
Position No. DBCA0294184	Level/Grade Grade 3	Specified Calling N/A	Effective Date 4 December 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 general direction of the District PVS Coordinator:

OPERATIONS (50%)

1. Undertakes and supervises operations in the parks and visitor services program and conservation services strategic operations plans in accordance with management plans, interim management guidelines, business plans, budgeting requirements, prescriptions and other departmental requirements within national parks, nature reserves and other recreation precincts in the Albany District.

These include:

- identifying key environmental problems associated with recreational and commercial use of the national park and nature reserves;
- contributing to short / medium term park planning and conservation activities;
- maintaining visitor services infrastructure, including walk trail maintenance in rugged terrain, litter control and waste management;
- ensuring the maintenance and upkeep of park assets and equipment;
- assisting in the preparation of budgets for the park's works programs and monitoring expenditure and reporting on performance and outcomes;
- implementing recording systems and collecting visitor and natural resource monitoring data according to protocol;
- identifying hazards and mitigation of risk to visitors in accordance with Visitor Risk Management procedures; and
- working with conservation staff to manage weeds and pest animals including the Western Shield Program, rehabilitation programs, flora and fauna monitoring and other natural resource management activities in the parks.

STAFF (20%)

2. Supervises the work of rangers, maintenance workers, trainees, volunteers, and contractors where applicable, to the prescribed standard, including rostering, induction, training, mentoring, performance management safety and occupational health.
3. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as dealing 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, neighbours, local businesses, commercial tourism operators, community interest groups, (including indigenous groups), relevant shires and bush fire brigades and other stakeholders.
6. Assists in the preparation and delivery of interpretative and community education programs and materials.
7. Collects fees and provides advice on fee implementation as required.
8. Coordinates and participates in the implementation of community education, interpretive activities and volunteer programs.
9. Arranges and participates in public involvement activities, including consultation and education relating to the development and implementation of management plans and other planning documents and strategies.
10. Investigates and performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016*, and associated regulations, as required. Undertakes training and accreditation of staff as required.

GENERAL (10%)

11. Ensures that fees and all other collected monies are accounted for in accordance with the *Financial Management Act 2006*.
12. Responsible for carrying out all general administration and reporting required of the role in an efficient and effective manner.
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 responses which may be related to bushfires, search and rescue or wildlife as appropriate and as directed by the District Manager.
15. Other duties as directed by the District Manager.

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Position No. DBCA0294184	Level/Grade Grade 3	Specified Calling N/A	Effective Date 4 December 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 three criteria. These should be addressed in no more than three pages in total.

1. Experience in leading, supervising and managing teams, empowering individuals to work with confidence both in teams and independently to deliver agreed outcomes and priorities, with particular emphasis on the development, management and supervision of park-specific projects.
2. Evidence of well-developed oral and interpersonal skills and experience in building and maintaining networks; liaising with the public, commercial tourism operators, community groups, special interest groups (including indigenous groups) and other stakeholders; and in patrol and enforcement procedures.
3. Experience and knowledge of implementing operational plans and works programs associated with visitor management and natural resource management, having regard to the threatening processes affecting native flora and fauna, rehabilitation techniques and the monitoring and control of pests and weeds.

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

4. Demonstrated competence in written communication and computer operation skills, including word processing, spreadsheets and database software with a preference for experience in using departmental databases such as RATAIS, RECDATA, FLORABASE, VRM ELECTRONIC SYSTEM.
5. Physically fit, must be able to pass the department's fire fitness test and competent in fire management and 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
6. Experience in developing and participating in the delivery of interpretive and educational programs.
7. Certificate in National Parks Management, a Certificate of Conservation and Land Management or an equivalent qualification with a preference for a further tertiary qualification in natural resource management.
8. Understanding of occupational, health and safety, equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence, with a preference for someone with an 'HR' Driver's Licence
10. Working knowledge of the *Conservation and Land Management Act 1984*, the *Wildlife Conservation Act 1950* associated regulations and other relevant legislation with a particular emphasis on law enforcement. **(Desirable)**
11. Knowledge of the Australasian Inter-Service Incident Management System (AIIIMS) and its application to emergencies such as wildfires. **(Desirable)**
12. Experience in walk trail maintenance and construction and the required level of fitness to undertake such work in a mountainous area. **(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.

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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 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 checked="" type="checkbox"/> Other - Please specify below: Required to live on site in departmental housing	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD vehicle, small machinery, power tools and generator for power to one residence, office, volunteer quarters and workshop		
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:

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