



Job Description Form

Position Details

Position Title: Operations Officer - Joint Management	Position Number: DBCA3133037	Level: Level 4
Division: Regional and Fire Management Services	Branch: Midwest Region	Section: Murchison District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Geraldton	Effective Date: 23 May 2025

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

Integrity



Commitment to knowing and doing what is right

Collaboration



Commitment to team, partnership and the support of others

Accountability



Commitment to being transparent, taking ownership and personal responsibility

Respect



Commitment to the respect of people, culture and place

Excellence



Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title Joint Management Coordinator	Level/Grade Level 5 or 6	⇐	Position title Operations Officer Joint Management Project Officer Joint Management Corporation (proposed)	Level Level 4 Level 4
Responsible to This position				

Officers under *direct* responsibility

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

About the Role

Under the general direction of the Joint Management Coordinator:

- Provides support to district staff and Traditional Owners on issues relating to the joint management of conservation lands, Aboriginal heritage sites and the protection of Aboriginal heritage.
- Facilitates meetings and provides executive support to joint management administration, including fulfilling the executive officer function for joint management meetings.
- Engages with staff across all district programs to facilitate effective integration of operations into the district's strategic joint management framework, including meaningful engagement for Aboriginal rangers/trainees.
- Facilitates on country trips, workshops, and joint activities to support joint management and operational outcomes.
- Assists with the operational delivery of heritage management activities, including cultural mapping in partnership with Traditional Owners.

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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Responsibilities

Under the general direction of the Joint Management Coordinator:

ABORIGINAL ENGAGEMENT (55%)

1. Develops strong working relationships with Traditional Owners.
2. Provides Executive Officer support to Joint Management Body meetings and other meetings with representative bodies as required.
3. Facilitates and assists with implementation of on-country field trips and back to country experiences to support joint management and operational outcomes.
4. Develops work plans to deliver outcomes consistent with the JMBs directives and the Joint Management Coordinator's operational objectives.
5. Assists in the preparation of correspondence, briefing notes, communications and reports as required.
6. Supports activities for mapping of identified Aboriginal Cultural sites and liaises with Traditional Owners to determine appropriate record keeping for this information.
7. Supports JMB members and Aboriginal rangers/trainees to understand the processes involved in planning, preparing, and implementing works programs.

FIELD OPERATIONS (25%)

8. Supports the operational delivery of heritage management in close partnership with Traditional Owners and district staff.
9. Communicates effectively, both verbally and written, with other district staff, regional and specialist staff to ensure best practice activities. Prepares reports, enters, and stores data and maintains records.
10. Liaises and maintains networks with departmental staff where interdependencies exist within the organisation. Represents the department at meetings with local authorities, other government departments and stakeholders.
11. Contributes to the delivery of works programs, including.
 - Programs to facilitate connection to culture and country.
 - Conservation activities including fencing, rehabilitation of disturbed or degraded lands, weed eradication, native animal trapping, fire management, and feral animal control.
 - Parks and visitor services activities including recreation and site construction and maintenance.
12. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training, and level of experience.

HUMAN RESOURCES AND FINANCIAL MANAGEMENT (10%)

13. Actively contributes as a team member.
14. Assists with Aboriginal ranger/trainee training, development, and performance reviews as required, in consultation with the Joint Management Coordinator.
15. Prepares and reviews job prescriptions and job safety analyses for works programs undertaken by those supervised. Ensures safe and efficient work methods are always used.
16. Assists with the preparation and review of the operational works program budget, where appropriate. Monitors cost effectiveness of works, compiles cost data and ensures correct input of budget and expenditure data into financial systems.

SERVICES DELIVERY (5%)

17. Assists in determining the standards and techniques for implementing works programs.
18. Ensures that all works are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, associated regulations, licensing and enforcement programs, departmental standards, circulars, policies, guidelines, and other relevant legislation.

GENERAL (5%)

19. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
20. Participates in departmental training and safety programs as directed.
21. 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 District Manager.
22. Undertakes other duties as directed by the District Manager.

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Selection Criteria

Applicants should address the following four criteria. These should be addressed in no more than four pages in total.

1. Experience in natural resource management, including land management and planning; with a preference for experience in cultural heritage management, management of conservation reserves, nature conservation, and recreational site management.
2. Evidence of well-developed interpersonal and oral communication skills with experience in effective liaison with external organisations including other government agencies, community, and special interest groups; with a preference for someone with experience working with Aboriginal people.
3. Experience, knowledge, and skills in leading and managing teams, working effectively as part of a team and independently; and showing a high level of self- motivation.
4. Evidence of well-developed written report writing skills and demonstrated ability to willingness to develop the ability to use computer software for GIS mapping, data analysis, and database management.

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

5. Experience in project development, control and expenditure of allocated work projects and experience in infrastructure development and maintenance.
6. 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, including outside normal hours.
7. Willingness and preparedness to undertake periods of travel, camping and work in remote areas.
8. Understanding of work, safety and health, and equity and diversity principles and practices.
9. Tertiary qualification in natural or social science or equivalent qualification. **(Desirable)**
10. Working knowledge of the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016*, the *Bush Fires Act 1954*, and associated regulations. **(Desirable)**

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1 FTE
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department’s guidelines on National Police checks .	
Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current ‘C’ Class Driver’s Licence 4 WD Vehicle	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input checked="" type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input checked="" type="checkbox"/> Other (Please specify) Fire Availability	

Certification

Verified by: Recruitment and Establishment Section
Registered JDF
C. Brown 23 May 2025