



Department of Biodiversity, Conservation and Attractions



Job Description Form

Position Details

Position Title: Operations Officer - Conservation	Position Number: DBCA3175060	Level: Level 4
Division: Regional and Fire Management Services	Branch: Pilbara Region	Section: Exmouth District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Exmouth	Effective Date: 23 December 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 District Coordinator Conservation	Level/Grade Level 5	↔	Position title Operations Officer Conservation Spatial Information Officer Ranger Assistant Operations Officer Assistant Operations Officer Conservation Employee	Level/ Grade Level 3 Level 3 Level 3 Level 1 or 2 Level 1/2 AWU Level 2
↑				
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 District Coordinator Conservation:

- Organises, implements and reports on departmental operations, activities and projects associated with allocated conservation projects.
- Assists with feral cat and fox abatement and interagency weed programs, district aerial shoot programs and other biodiversity conservation projects such as environmental impact assessments and monitoring.
- Works with Aboriginal ranger groups, Traditional Owners and pastoralists to deliver nature conservation outcomes as determined by joint management agreements for joint and cooperative reserve management activities within the district.

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

Responsibilities

OFFICIAL

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Under the general direction of the District Coordinator Conservation:

SERVICES DELIVERY (10%)

1. Determines the standards and techniques for implementing works programs. Ensures all activities are compatible with the department's objectives and responsibilities.
2. Coordinates allocated conservation annual works programs with respect to priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations, policies and other relevant legislation.

DISTRICT OPERATIONS (55%)

4. Plans, implements and provides logistical support for management actions and programs to maintain and enhance biodiversity on and off the conservation estate. Works include:
 - fire management;
 - pest animal control;
 - weed control; and
 - environmental impact assessments.
5. Implements the district nature conservation program field operations, including but not restricted to: biodiversity surveys, threatened species and threatened ecological community management, wildlife management and protection, rehabilitation, weed and pest animal management.
6. 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.
7. Liaises with the other operations staff, program leaders, other government departments and the public on matters relating to field operations.
8. 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.
9. Works with Aboriginal ranger groups, traditional owners and pastoralists to deliver nature conservation outcomes as determined by joint management agreements for joint and cooperative reserve management activities within the district.
10. 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 MANAGEMENT (10%)

11. Develops and implements training for Aboriginal Rangers and Traditional Owners. Supervises and leads field staff, volunteers, rangers and contractors; actively contributes as a team member.
12. Prepares and reviews job descriptions and job safety analyses for works programs undertaken by staff, Aboriginal Rangers, contractors or others supervised.
13. Ensures safe and efficient work methods are used at all times.

FINANCIAL MANAGEMENT (10%)

14. Participates in the planning and the development of the annual works program, including the preparation of financial estimates for delivery of programs within the conservation program.
15. Monitors expenditure and cost effectiveness of works within allocated areas and arranges payment of accounts.

GENERAL (15%)

16. Provides educational sessions to children at school holiday programs in the community and at the visitor Centre.
17. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
18. Participates in departmental training and safety programs as directed.
19. 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.
20. Undertakes other duties as required.

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Selection Criteria

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

1. Knowledge of and experience in the operational implementation of works programs associated with natural land management or a closely related area; with a preference for someone with knowledge of organising and implementing threat abatement programs for pest and weed species.
2. Evidence of well-developed interpersonal skills and experience in effective liaison with external organisations; including other government agencies, community, and special interest groups.
3. Experience, knowledge and skills in leading and managing teams, working effectively as part of a team and independently; showing a high level of self-motivation, and skills in organising and implementing works programs.
4. Experience in data management, budget preparation, control and expenditure of allocated work projects.
5. An ability and willingness to work with Traditional Owners to deliver native title aspirations and goals through joint management, cooperation, or collaborative arrangements.

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

6. Well-developed oral and written communication skills, including report writing and the ability to use computer software for data analysis, and database management, with a preference for GIS and mapping capability.
7. Demonstrated physically fit and able to pass the department’s field fire fitness test, plus 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.
8. Experience with handling native fauna in the field and have accredited qualifications associated with handling live native fauna or a willingness to acquire them.
9. Willing and able to travel, camp and work in isolated areas.
10. Understanding of work, health and safety, and equity and diversity principles and practices.
11. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**
12. Working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *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 behaviours for this role is [Personal Leadership](#).

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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input checked="" type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input checked="" type="checkbox"/> Other (Please specify) Fire Availability