



Job Description Form

Position Details

Position Title: Special Project Coordinator - Planning	Position Number: DBCA3175080	Level: Level 6
Division: Regional and Fire Management Services	Branch: Pilbara	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 Manager	Level/Grade Level 7	⇐	<table border="1" style="width: 100%;"> <tr> <th style="width: 80%;">Position title</th> <th style="width: 20%;">Level</th> </tr> <tr><td>District Fire Coordinator</td><td>Level 5</td></tr> <tr><td>Operations Manager</td><td>Level 6</td></tr> <tr><td>PVS Coordinator</td><td>Level 5</td></tr> <tr><td>Marine Park Coordinator</td><td>Level 5</td></tr> <tr><td>Marine Program Coordinator</td><td>Level 5</td></tr> <tr><td>PO Special Projects ILUAs</td><td>Level 5</td></tr> <tr><td>PO ILUAs</td><td>Level 4</td></tr> <tr><td>PO ILUAs</td><td>Level 3</td></tr> <tr><td>PO (HRM)</td><td>Level 2</td></tr> <tr><td>Finance and Administration Coordinator</td><td>Level 4</td></tr> <tr><td>Senior Project Officer</td><td>Level 6</td></tr> </table>	Position title	Level	District Fire Coordinator	Level 5	Operations Manager	Level 6	PVS Coordinator	Level 5	Marine Park Coordinator	Level 5	Marine Program Coordinator	Level 5	PO Special Projects ILUAs	Level 5	PO ILUAs	Level 4	PO ILUAs	Level 3	PO (HRM)	Level 2	Finance and Administration Coordinator	Level 4	Senior Project Officer	Level 6
Position title	Level																										
District Fire Coordinator	Level 5																										
Operations Manager	Level 6																										
PVS Coordinator	Level 5																										
Marine Park Coordinator	Level 5																										
Marine Program Coordinator	Level 5																										
PO Special Projects ILUAs	Level 5																										
PO ILUAs	Level 4																										
PO ILUAs	Level 3																										
PO (HRM)	Level 2																										
Finance and Administration Coordinator	Level 4																										
Senior Project Officer	Level 6																										
↑																											
Responsible to																											
This position																											
↑																											

Officers under direct responsibility

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

About the Role

Under the minimal direction of the District Manager:

- Responsible for providing a key communication role between the Exmouth district and Pilbara region and the Parks and Visitor Services (PVS) division, Nganhurra Thanardi Garrbu Aboriginal Corporation RNTBC and Marine Science Program during the Exmouth Gulf Marine Park Planning Process.
- Ensures district and regional input together with local knowledge is incorporated into the outcomes.
- Supports the district and region during the development of Indigenous Land Use Agreements (ILUAs) associated with the Exmouth Gulf Marine Park and its planning processes.
- Supports district-level projects and activities associated with operational establishment and joint management within the Exmouth ILUA.
- Contributes to the development and implementation of policies and procedures relating to regional implementation of ILUA outcomes.
- Support the region and district to undertake other special projects and provide policy advice as required.

Position Title Special Project Coordinator - Planning		
Position No. DBCA3175080	Level Level 6	Effective Date 23 December 2025

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

Responsibilities

Under the minimal direction of the District Manager:

REGIONAL COORDINATION AND STRATEGIC SUPPORT (60%)

1. Responsible for ensuring district and regional input into the PVS division's planning processes for the Exmouth Gulf Marine Park is coordinated and timely. This includes:
 - reviewing and collating district and regional input
 - providing local knowledge on project documentation at various stages of the planning process; and
 - ensuring project plans, communication plans, draft management plans and draft packages for the Minister are consistent with regional and district priorities and incorporate community value, stakeholder input and local aspirations.
2. Ensures that the district and regional priorities and local knowledge are incorporated into the planning process for community engagement of the Exmouth Gulf Marine Park.
3. Liaises with and provides information to regional and district staff.
4. Attends stakeholder planning meetings ensuring local knowledge is incorporated into planning decisions.
5. Supports the District Manager and Regional Manager so they can contribute to the planning process in a way that does not detract from their strategic operational responsibilities.
6. Assists with the logistics of PVS division visits where required.
7. Contributes to the development of procedures, and develops operational guidelines, standards, systems and processes to enhance consistency, efficiency and robustness associated with Regional and Fire Management Services divisional activities associated with cooperative and joint management.
8. Undertakes other special projects and provides policy and planning advice as required.

ILUAs (20%)

9. Supports negotiations of ILUAs on behalf of the district and region where issues overlap with the Exmouth Gulf planning process run by PVS Division.
10. Contributes to the development and implementation of policies and procedures relating to regional implementation of ILUA outcomes.

LIAISON AND COMMUNICATIONS (15%)

11. Liaises with and provides information to Regional and District Manager, Parks and Visitor Services Division, Marine Science Program, regional and district staff.
12. Collates regional and district input to relevant policies, guidelines and procedures.
13. Represents the district on departmental committees and working groups.
14. Presents information in a range of formats to a range of audiences.

OTHER (5%)

15. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
16. Participates in emergency incident responses which may be related to bushfires, search and rescue, wildlife, as appropriate and as directed by the District Manager.
17. Undertakes other duties as required.

Position Title Special Project Coordinator - Planning		
Position No. DBCA3175080	Level Level 6	Effective Date 23 December 2025

Selection Criteria

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

1. Considerable knowledge of, and experience working in natural resource management, or project management or a closely related field, with a preference for someone with local knowledge and experience in strategic and/or statutory planning.
2. Considerable experience in developing plans and programs in a politically sensitive environment, tackling issues and researching solutions with minimal supervision and achieving outcomes in agreed timeframes.
3. Evidence of highly developed interpersonal and oral communication skills and considerable experience in liaising and negotiating successfully with a range of internal and external stakeholders including government agencies, Traditional Owners, community and special interest groups to achieve specific outcomes.
4. Evidence of highly developed written communication skills: including the ability to prepare timely reports and correspondence using computer software to respond to a range of issues in a concise format.
5. An ability and willingness to work with Traditional Owners to deliver native title aspirations and goals through joint management, corporation, 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. Demonstrated conceptual and analytical skills when resolving issues and an ability to think and act strategically.
7. Understanding of work, health and safety, equity and diversity principles and practices.
8. 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)**
9. Tertiary qualification in a discipline relevant to natural resource management, planning, management or equivalent qualification. **(Desirable)**
10. Considerable working knowledge of and experience in the application of legislation and policy to achieve conservation and Aboriginal cultural heritage outcomes, including 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 behaviour for this role is [Leading Others](#).

Position Status - Permanent <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 3 Year Fixed Term Contract FTE: 1
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
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 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 type="checkbox"/> Other (Please specify)

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
 23 December 2025