



Job Description Form

1. Position Details

Position Title Senior Ranger			Position Number DBCA3148438
Level/Grade Grade 3	Specified Calling N/A	Agreement Rangers Award / RNPGA 2022, United Voice Fire Services Provisions Agreement 2014	Effective Date 9 January 2026
Division Regional and Fire Management Services		Branch South West Region	
Section Blackwood District		Location Margaret River	

2. Reporting Relationships

Position Title Parks and Visitor Services Coordinator	Level/Grade Level 5	Recruitment and Establishment Section Registered JDF  9 January 2026
↑		
Responsible to		
Position Title Senior Ranger	Level/Grade Grade 4	⇐ Other offices reporting directly to this office
↑		
Responsible to		
This position		
↑		
Officers under direct responsibility		
Position Title 2 x Ranger Conservation Employee	Level/Grade Grade 1 or 2 AWU Level 2	Approx. no. FTEs supervised Nil 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 direction of the Senior Ranger: <ul style="list-style-type: none"> Manages the day to day works programs and day to day operations within the National Parks, Conservation Parks and other recreation precincts in the Blackwood district with particular reference to the northern half of the Leeuwin-Naturaliste National Park and adjacent reserves. Assists with the management of other lands and waters managed by the department 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.

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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 of the Senior Ranger:

OPERATIONS (60%)

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, budgeting requirements, prescriptions and other departmental requirements within National Parks, Conservation Parks and other recreation precincts in the Blackwood district with particular responsibility for the Boranup forest precinct and its campgrounds.

These include:

- contributing to short / medium term park planning and nature conservation activities;
 - coordinating the site maintenance and servicing programs for the parks;
 - managing campground booking systems and associated revenue streams;
 - maintaining visitor services infrastructure, including litter control and waste management;
 - 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;
 - identification of 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, rehabilitation programs, flora and fauna monitoring and other natural resource management activities in the parks.
2. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

STAFF (10%)

3. Implements staff leadership responsibilities, including supervision, performance development and management of Rangers, volunteers and contractors. Assumes a training / mentoring role for trainee staff where appropriate.
4. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as dealing with those listed in 3 above.
5. Supervises the work of volunteers and contractors, where applicable, to the prescribed work standard.

PUBLIC INTERACTION (20%)

6. Responds in a positive and appropriate manner to public enquiries and request for information and assistance, in accordance with departmental protocols and policies.
7. Liaises with visitors, commercial tourism operators, community interest groups (including indigenous groups) and other stakeholders.
8. Assists in the preparation and delivery of interpretative and community education programs and materials.
9. Coordinates and participates in the implementation of volunteer programs.
10. Monitors the collection of fees and provides advice on fee implementation as required.
11. Coordinates and participates in the implementation of community education and interpretive activities.
12. 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.
13. Investigates and reports on compliance and enforcement, in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, including the training and accreditation of staff as required.

GENERAL (10%)

14. Responsible for general administration, including compiling and completing administrative account documentation, and maintaining statistical information.
15. Ensures that fees and all other collected monies are accounted for in accordance with the *Financial Management Act 2007*.
16. Responsible for carrying out all general administration required of the role in an efficient and effective manner.
17. Participates in development programs to achieve Certificates in Conservation and Ecosystem Management
18. 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.
19. Other duties as directed by the District Manager.

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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. 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.
4. Experience in developing and participating in the delivery of, interpretative and educational programs.

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

5. 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 Ratis, RECDATA, FLORABASE.
6. Physically fit, must be able to pass the department's fire fitness test, competent in fire management and working with local bush fire brigades, 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.
7. Willing and able to acquire Certificate IV in Conservation and Ecosystem Management, or an equivalent qualification or experience.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence with a preference for an 'HR' Class Driver's Licence.
10. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect and Excellence**.
11. Working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, with a particular emphasis on law enforcement. (**Desirable**)
12. Knowledge of the Incident Control System and its application to emergencies such as wildfires, marine mammal stranding and oil spills. (**Desirable**).

Values

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

Our five core values — **Integrity, Collaboration, Accountability, Respect and Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

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 checked="" type="checkbox"/> No Fixed Hours (Rangers only)	
	<input checked="" type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD vehicle, including trucks and tractors. Power tools, fire fighting equipment, Corporate firearms, Personal computer with standard software especially email, word processing and spreadsheets, mobile phone, digital camera, GPS, VHF held, Vehicle and office based two way radio		
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 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: