



Job Description Form

Position Details

Position Title: Conservation Operations Officer - Flora	Position Number: DBCA3175160	Level: Level 4
Division: Regional and Fire Management Services	Branch: Kimberley Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Kununurra	Effective Date: 29 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 Regional Leader Conservation	Level/Grade Level 6 or 7	←	Position title Conservation Operations Officer – Flora Conservation Operations Officer - Fauna Conservation Operations Officer – Fauna Conservation Operations Officer – Flora	Level Level 4 Level 4 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 supervision of the Regional Leader Conservation:

- Participates in planning and implementing the conservation program with a particular emphasis on flora research, monitoring, and recovery planning, to broaden the knowledge and understanding of biodiversity, threatened and priority flora species and threatening processes across the Kimberley region.
- Contributes to the development and ongoing maintenance of regional conservation information and data management systems.
- Works with a broad range of partners and agencies (i.e., Joint Management partners, conservation Non-Government Organisations (NGOs) and Aboriginal ranger groups) to achieve conservation outcomes in the Kimberley region.
- Provides scientific advice concerning flora for Environmental Impact Assessment and Land Use Planning and operational conservation management works programs (i.e., fire and invasive species management).

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 supervision of the Regional Leader Conservation:

FIELD OPERATIONS (50%)

1. Plans and implements research, surveys, monitoring and recovery activities for biodiversity, threatened ecological communities and threatened and priority flora species in the Kimberley region, with reference to area management plans, joint management plans and traditional owner aspirations for healthy country..
2. Assists with the development and implementation of flora conservation projects.
3. Maintains a good knowledge of flora species and communities in the Kimberley region and an understanding of appropriate conservation management strategies.
4. Provides logistical support for the Kimberley regional conservation service as required.
5. Works with and/or trains partners such as Aboriginal rangers, Traditional Owners, conservation NGOs, as well as volunteers during field operations.

PROJECT MANAGEMENT AND ADMINISTRATION (40%)

6. Plans, prepares, and provides the necessary technical support required for fieldwork, including ordering equipment and stores and maintaining inventories.
7. Contributes to the development and ongoing maintenance of data management systems.
8. Analyses research, survey and monitoring results, and prepares reports, peer-reviewed scientific articles, correspondence and information, departmental and external reports (including media releases) as required.
9. Communicates proposed research, surveys, monitoring and recovery activities and results to Indigenous partners such as Aboriginal rangers, traditional owners, and joint management partners.
10. Monitors expenditure of approved programs within prescribed budgets, and assists with budget preparation, where appropriate.
11. Provides advice on Land Use Planning and Environmental Impact Assessments as required.
12. Liaises and cooperates with technical experts, Aboriginal ranger groups, joint management partners, community members, departmental staff, other government departments, academic institutions, and the public to encourage and support community interest and involvement in conservation management in the Kimberley region.
13. Contributes to the delivery of communication, education and interpretation programs related to threatened and priority flora conservation.
14. Determines the standards and techniques for implementing works programs. Ensures all activities are compatible with the department's objectives and responsibilities.
15. Delivers allocated conservation annual works programs concerning priorities, services standards, resources, seasonal factors, environmental management, policies, and departmental guidelines.
16. Ensures all operations follow the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations, policies, and other relevant legislation.

GENERAL (10%)

17. Maintains office procedures, records and other administrative duties, vehicle running sheets, as required and provides care, maintenance and security of departmental property, equipment, and vehicles to acceptable standards.
18. Participates in departmental training and safety programs, as directed.
19. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
20. Participates in emergency incident responses which may be related to search and rescue, bushfires, or wildlife, as appropriate and as directed by the Regional Manager.
Undertakes other duties as directed by the Regional Ecologist

Selection Criteria

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

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1. Demonstrated knowledge of and experience of threatening processes, flora conservation and management, with a preference for someone with knowledge of flora in northern Australia.
2. Demonstrated experience in a broad range of flora survey and monitoring techniques.
3. Demonstrated experience in collating and analysing data, managing datasets, and using computer skills for report writing, spreadsheets and creating databases, integrated with GIS applications for landscape mapping.
4. Experience, knowledge, and skills in leading and managing teams in remote locations, working effectively as part of a team and independently; showing a high level of self-motivation, and organising and implementing works programs.
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. Tertiary qualification in a relevant field relating to conservation/natural resource management or an approved equivalent.
7. Ability to pass the standard departmental fire fitness test 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.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Knowledge of *the Conservation and Land Management Act 1984, Biodiversity Conservation Act 2016* and associated regulations. **(Desirable)**
10. Current First Aid Certificate **(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 type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Other (Please specify) Annual Airfare Allowance, Camping Allowance

Certification

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