

Job Description Form

1. Position Details

Position Title Ranger (Coastal)			Position Number DBCA3157380
Level/Grade Grade 1 or 2	Specified Calling N/A	Agreement Rangers Award/RNPGA 2022, United Voice Fire Services Provisions Agreement 2014	Effective Date 30 October 2025
Division Regional and Fire Management Services		Branch Pilbara Region	
Section Exmouth District		Location Coral Bay	

2. Reporting Relationships

Position Title Operations Manager	Level/Grade Level 6	 Recruitment and Establishment Section Registered JDF 30 October 2025		
↑				
Responsible to				
Position Title Senior Ranger Coastal	Level/Grade Grade 3	Other offices reporting directly to this office <table border="1"> <tr> <td>Position title 3 x Ranger Overseer</td> <td>Level/Grade Grade 1 or 2 AWU Level 3</td> </tr> </table>	Position title 3 x Ranger Overseer	Level/Grade Grade 1 or 2 AWU Level 3
Position title 3 x Ranger Overseer	Level/Grade Grade 1 or 2 AWU Level 3			
↑				
Responsible to				
This position				
↑				
Officers under <i>direct</i> responsibility				
Position Title Nil	Level/Grade	Approx. no. FTEs supervised		

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:

<p>Under direction from the Senior Ranger:</p> <ul style="list-style-type: none"> Carries out programmed operational activities and field logistical support for the Ningaloo Coast; including compliance patrols, maintenance and servicing of facilities, visitor control, commercial operator liaison and the delivery of conservation programs as directed. Implements works programs consistent with departmental guidelines, policies and management plans. Builds, maintains and works closely with traditional owners to maintain a strong working relationship and connection to the country.

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 immediate direction of the Senior Ranger:

OPERATIONS (50%)

1. Undertakes and supervises operations for the Ningaloo Coast in accordance with management plans, joint management priorities, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

2. Contributing to short-term park planning activities.
3. Undertaking patrols via vessel and 4WD vehicle for the purpose of education, raising public understanding of regulations, compliance monitoring and enforcement.
4. Works closely with other department staff and traditional owners to implement and deliver the coastal and marine annual works program.
5. Participates in the mitigation and maintenance of visitor risk management requirements.
6. Implementing conservation programs, including feral animal control, rehabilitation of degraded areas and monitoring of endemic species and communities.
7. Assisting with the collection and analysis of data for ecological and social monitoring data and research programs, in line with established protocols.
8. Undertaking fabrication and maintenance of park visitor services infrastructure and maintenance of management infrastructure.

STAFF (20%)

9. Supervises the work of maintenance workers, trainees, volunteers and contractors, where applicable, to the prescribed work standard, including rostering, induction, training, mentoring, performance management safety and occupational health.
10. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as those listed in 9 above.

PUBLIC INTERACTION (10%)

11. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
12. Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups, and other stakeholders.
13. Assists in the preparation and delivery of interpretative and educational material, community education programs and public consultation relating to management plans and other planning documents and strategies.
14. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, as required.

GENERAL (20%)

15. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
16. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
17. 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.
18. Other duties as directed.

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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. Good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2) patrol and enforcement activities, and liaison with the public, commercial tourism operators, community groups, Indigenous groups, other government agencies and stakeholders.
2. Ability to (Grade 1) or demonstrated experience in (Grade 2) construction and maintenance, carrying out routine maintenance duties (including marine infrastructure and equipment).
3. Demonstrated ability to work effectively in a team, show initiative and to work unsupervised.
4. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated with visitor management and natural resource management with an emphasis on the coastal environment.

The following criteria will be assessed at some stage during the selection process:

5. Demonstrated competence in written and oral communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of interpretative and educational programs. Proficient (Grade 1) or demonstrated proficiency (Grade 2) in word processing, and the use of spreadsheets and database software.
6. Ability and willingness to work in remote areas, work weekends and public holidays as required, undertake extended periods of travel in remote locations, must be able to pass the departmental 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
7. Willing and able to acquire Certificate II (Grade 1) or Certificate III (Grade 2) in Conservation and Ecosystem Management or have an equivalent qualification or experience.
8. Physically fit, hold a current 'Apply First Aid' Certificate, and a qualification to administer oxygen resuscitation or therapy or demonstrate an ability to obtain these qualifications.
9. Understanding of work, health and safety, equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence, with a preference for 'MR' or 'HR'.
11. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, in particular in relation to compliance management, and have an understanding of the principles and practices of Visitor Risk Management. (**Desirable**)
12. Knowledge of the Australasian Inter-Service Incident Management System (AIIIMS) and its application to emergencies such as bushfires, marine wildlife strandings 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.

13. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**

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 ie 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 checked="" type="checkbox"/> District Allowance	<input checked="" type="checkbox"/> North West Leave	
	<input checked="" 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 and Travel	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD, towing trailers, power and hand tools, firefighting equipment, GPS, corporate firearms, underwater digital camera and video equipment, satellite phones, radios (UHF, VHF, HF)..		
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.checkwwwc.wa.gov.au/checkwwwc/WWC+Check/ .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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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: