



Job Description Form

Position Details

Position Title: Operations Officer (RTIO Partnership)	Position Number: DBCA3175360	Level: Level 4
Division: Regional and Fire Management Services	Branch: Pilbara Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Karratha	Effective Date: 5 January 2026

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

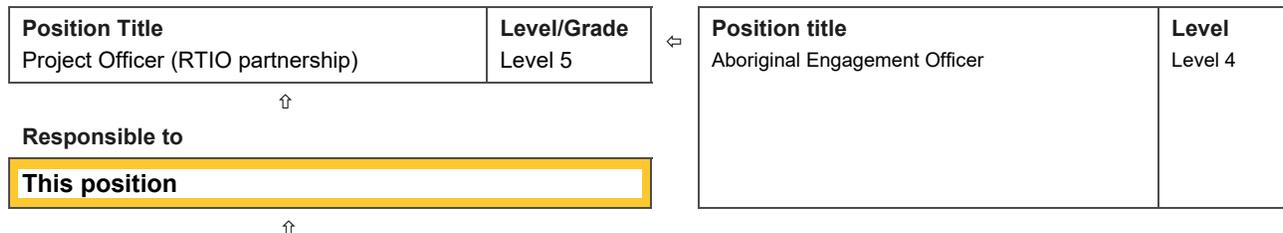


Respect
Commitment to the respect of people, culture and place



Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
3 x Assistant Operations Officer	Level 1/2	Nil

About the Role

Under the general direction of the Project Officer (RTIO Partnership):

- Responsible for the development, organisation and implementation of works programs, projects and activities in the Millstream Chichester National Park and Karijini National Park associated with prescribed burning, weed and pest vertebrate control.
- Liaises with Traditional Owners to design and undertake works as required.
- Liaises with other regional staff and science staff and assists them to carry out their projects in the Millstream Chichester National Park and Karijini National Park, as required

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 general direction of the Project Officer (RTIO Partnership):

SERVICES DELIVERY (10%)

Position Title Operations Officer (RTIO Partnership)		
Position No. DBCA3175360	Level Level 4	Effective Date 5 January 2026

1. Determines the standards and techniques for developing implementing the works programs in consultation with Traditional Owners. Ensures all activities are compatible with the department's objectives and responsibilities, while meeting the needs of Traditional Owners.
2. Coordinates the annual works program with respect to management plan priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines, in consultation with Traditional Owners.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Bush Fires Act 1954*, circulars, guidelines, policies and other relevant legislation.

FIELD OPERATIONS (40%)

4. Participates in daily operational works, planning up to 12 months ahead to meet targets. Develops periodic works programs and monitors and reports on these in consultation with our Partners.
5. Liaises with Traditional Owners to undertake these works associated with prescribed burning weed and vertebrate pest control in Millstream Chichester National Park and Karijini National Park.
6. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
7. Communicates effectively, both verbally and written, with other regional and specialist staff to ensure best practice activities and delivery of all components outlined in relevant planning documents.
8. Fosters strong and culturally sensitive working relationships with Traditional Owner partners.
9. 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.
10. Ensures all operations undertaken are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations, other relevant legislation, circulars, instructions, management plans and policies.

HUMAN RESOURCES AND FINANCIAL MANAGEMENT (40%)

11. Leads staff supervised and maintains oversight of other departmental staff and contractors, where applicable, to the prescribed work standards., including rostering, induction, training, mentoring, and performance management. Actively contributes as a team member.
12. Ensures safety is adhered to and processes and procedures are reviewed and improved on a regular basis, having regard for *Work, Health and Safety Act 2020*, public liability, departmental risk factors and relevant Acts and regulations.
13. Participates in the preparation of financial estimates for the delivery of operations.
14. Monitors budgets and expenditure, for the program. Ensures cost effectiveness of works and arranges payment of accounts.

GENERAL (10%)

15. Participates in departmental training and safety programs as directed.
16. 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 Regional Manager.
17. Undertakes other duties as directed by the Regional Manager and Project Officer (RTIO Partnership).

Selection Criteria

Applicants should address the following 4 criteria. These should be addressed in no more than 4 pages in total.

1. Experience in natural resource management, including land management and planning; with a preference for someone with knowledge of nature conservation, fire management and cultural heritage.
2. Evidence of well -developed interpersonal and oral communication skills with experience in liaising with external organisations, including other government agencies, community, and special interest groups, plus an ability and willingness to work with Traditional Owners to deliver native title aspirations and goals through cooperation or collaborative arrangements.
3. Knowledge and experience of 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. Demonstrated ability to supervise others, identify training needs and promote an environment of continuous learning.

Position Title Operations Officer (RTIO Partnership)		
Position No. DBCA3175360	Level Level 4	Effective Date 5 January 2026

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

5. Well-developed written report writing skills and the ability to use computer software for GIS, data analysis, and database development and management.
6. Experience in project development, budget preparation, control and expenditure of allocated work projects.
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, including outside normal hours of work.
8. Understanding of work, health and safety, equity and diversity principles and practices.
9. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**.
10. Working knowledge of the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016*, the *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](#).

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, with a preference for an ‘MR’ Class Driver’s Licence
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) Camping, Fire Availability

Certification

Verified by: Recruitment and Establishment

Recruitment and Establishment Section
Registered JDF
5 January 2026