



Job Description Form

Position Details

Position Title: Conservation Operations Officer – Joint Management	Position Number: DBCA3137818	Level: Level 3 or 4
Division: Regional and Fire Management Services	Branch: Goldfields Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Kalgoorlie	Effective Date: 7 February 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
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Reporting Relationships

Position Title Regional Leader Conservation	Level/Grade Level 6 or 7	←	Position title Conservation Officer Terrestrial Conservation Operations Officer – Flora/Fauna Regional Wildlife Officer Assistant Operations Officer Assistant Operations Officer	Level SC Level 1 or 2 Level 5 Level 4 or 5 Level 1 or 2 Level 1 or 2
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

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

About the Role

Under the direction (Level 3) or general supervision (Level 4) of the Regional Leader Conservation:

- Participates in providing technical support to the conservation program in the Goldfields Region in relation to the threatened flora and fauna species and communities recovery programs associated with reserves under joint management.
- Plans and implements surveys and monitoring for threatened and Priority flora, fauna and ecological communities within reserves under joint management.
- Contributes to the development and ongoing maintenance of regional conservation information and data management systems.

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 direction (Level 3) or general supervision (Level 4) of the Regional Leader Conservation:

With a particular focus on reserves within the Goldfields region under joint management:

FIELD OPERATIONS (50%)

1. Works with joint management partners to assist with planning (Level 3) or plans and implements (Level 4) research, surveys, monitoring and recovery activities for biodiversity, threatened and Priority fauna, flora and ecological communities in the Goldfields region, with reference to departmental priorities, procedures and guidelines, area management plans, joint management plans and aboriginal culture and heritage considerations.
2. Maintains a good knowledge of flora and fauna species and communities in the Goldfields region and an understanding of appropriate conservation management strategies.
3. Provides logistical support for the Goldfields regional conservation service as required.
4. Works with and/or trains partners such as Aboriginal rangers, traditional owners, conservation non-government organisations, as well as volunteers during field operations.

PROJECT MANAGEMENT AND ADMINISTRATION (40%)

5. Plans, prepares, and provides the necessary technical support required for fieldwork, including ordering equipment and stores and maintaining inventories.
6. Assists with (Level 3) or contributes to the development (Level 4) and ongoing maintenance of data management systems.
7. 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.
8. Assists with communicating (Level 3) or communicates (Level 4) proposed research, surveys, monitoring and recovery activities and results to Indigenous partners such as Aboriginal rangers, traditional owners, and joint management partners, including attendance at regular meetings of joint-management and interim joint-management boards.
9. Monitors expenditure of approved programs within prescribed budgets, and assists with budget preparation, where appropriate.
10. Provides advice on Land Use Planning and Environmental Impact Assessments as required.
11. Assists with liaising (level 3) or liaises and cooperates (Level 4) 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 Goldfields region.
12. Contributes to the development of and delivers agreed conservation annual works programs consistent with the Regional Conservation Plan, departmental priorities, resource availability, seasonal factors, and in accordance with departmental service standards, policies, procedures and guidelines.
13. Assists with ensuring (Level 3) or ensures (Level 4) all operations are consistent with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations, policies, and other relevant legislation.

GENERAL (10%)

14. Maintains office procedures, records, vehicle running sheets and other administrative duties as required and provides care, maintenance and security of departmental property, equipment, and vehicles to acceptable standards.
15. Participates in departmental training and safety programs, as directed.
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 responses which may be related to search and rescue, bushfires, or wildlife, as appropriate and as directed by the Regional Manager.
18. Undertakes other duties as directed by the Regional Leader Conservation.

Selection Criteria

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

1. Experience and knowledge (Level 3) or demonstrated knowledge of and experience of (Level 4) threatening processes, flora and fauna conservation and management, with a preference for someone with knowledge of Australian biodiversity.
2. Experience (Level 3) or demonstrated experience (Level 4) in a broad range of flora, fauna and ecological community survey and monitoring techniques.
3. Experience (Level 3) or demonstrated experience (Level 4) 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. Willing and able to undertake remote area field trips, possessing organisational skills relevant to undertaking field trips, plus ability to train and supervise groups of volunteers, staff and ranger groups in field situations.
5. An ability and willingness to work closely with Traditional Owners to achieve desired 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. Good (Level 3) or well-developed (Level 4) oral and interpersonal skills and experience in effective liaison with internal groups and external organisations, including other government agencies, indigenous and special interest groups, other staff, community groups and individuals.
7. Tertiary qualification in a relevant field relating to conservation/natural resource management or an approved equivalent. **(Desirable at Level 3)**
8. Ability and experience (Level 3) or demonstrated ability and experience (Level 4) in working effectively as part of a team and independently, showing a high level of self-motivation, and organising and implementing works programs.
9. 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.
10. Understanding of work, health and safety, and equity and diversity principles and practices.
11. Knowledge of *the Conservation and Land Management Act 1984, Biodiversity Conservation Act 2016* 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 [Personal Leadership](#).

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 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 type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input 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

Recruitment and Establishment Section
Registered JDF
7 February 2025

