



Job Description Form

Position Details

Position Title: Operations Manager	Position Number: DBCA3029047	Level: Level 6
Division: Regional and Fire Management Services	Branch: Pilbara	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Karratha	Effective Date: 6 January 2026

Our Values

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



Reporting Relationships

Position Title	Level/Grade	Position title	Level
Regional Manager	Level 8	District Manager Exmouth	Level 6 or 7
		Regional Leader Fire Management	Level 6
		Regional Leader Conservation	Level 6 or 7
		Regional Leader Parks & Visitor Services	Level 6 or 7
		Regional Leader Joint Management	Level 6 or 7
		Marine Program Coordinator	Level 5
		2 x Senior Reserves Officer BWI	Level 6
		Regional Business Manager	Level 6
		Regional Operations Officer WHS	Level 5
		Personal Assistant	Level 3

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Responsible to

This position

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Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Senior Ranger Millstream	Grade 3	4
Senior Ranger Karijini	Grade 4	5
Senior Ranger Murujuga	Grade 3	1
Senior Ranger Purungunya	Grade 3	1
Project officer Capital Works and PVS	Level 5	Nil
Interpretive and Communication Officer	Level 4	1

About the Role

Under the minimal direction of the Regional Manager:

Responsible for the management of the workforce and implementation of works programs in the region including:

- preparing and implementing the annual schedule of works across all services;
- liaising with internal and external stakeholders and the community with regard to works program implementation;
- coordinating plant, vehicles, equipment and material resources for the region; and
- advising the Pilbara Regional Manager on operational matters of regional significance.

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 minimal direction of the Regional Manager:

SERVICES MANAGEMENT (15%)

1. Manages and controls of all works programs in the region, including Millstream, Karijini, Purungunya and Murujuga National Parks determines standards and techniques, and ensures all activities are compatible with departmental and service objectives and management responsibilities.
2. Ensures that all works are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, licensing and enforcement programs, circulars, policies, guidelines and other relevant legislation.
3. Assists in the preparation of Strategic Operational Plans to reflect Service and departmental objectives.
4. Provides information and advice to the Regional Manager on operational related and field management matters. Coordinates the preparation of correspondence, briefing notes, ministerial responses and reports, as required.

REGIONAL OPERATIONS (45%)

5. Manages the preparation, coordination, implementation, and integration of regional works programs and activities on and off departmental managed lands and waters, taking into account resource requirements, seasonal and environmental factors.
6. Advises the Regional Manager on the integration and coordination of operational matters across the region.
7. Arranges the integration of resources to ensure the delivery of services to customers.
8. Ensures that all environmental, safety and work standards are implemented, and the Visitor Risk Management (VRM) Program is effective.
9. Controls the use, maintenance and replacement of all plant and nominated special plant and vehicles across the region. Advises the Regional Manager on plant, equipment and vehicles and liaises with sections within the Region where interdependencies exist.
10. Ensures the maintenance of the region's infrastructure.
11. Liaises with the public, the media, other government departments, local government, interest groups and landowners to ensure there is effective communication in relation to departmental outcomes.
12. Represents the department on Joint Management Bodies, Park councils and Aboriginal Advisory Groups as required and incorporates advice from these groups into works programs where appropriate.
13. Advises other government departments on best practice when planning field operations involving disturbance of the natural environment.
14. Represents the department on departmental and interdepartmental planning teams in relation to natural resource management initiatives.
15. Assumes a senior role in regional and departmental Incident Management Teams. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

HUMAN RESOURCE AND FINANCIAL MANAGEMENT (30%)

16. Promotes and ensures there is a high standard of open, honest and clear communication; with all staff and volunteers supervised including clear delegation of authority, acceptance of responsibility and appropriate levels of accountability, having regard for distance and isolation of staff supervised.
17. Fosters a team spirit and culture of empowerment and productivity, providing leadership and coaching for junior staff.
18. Leads and participates in recruitment and selection processes for positions supervised.
19. Determines training needs and ensures effective training is provided to all personnel supervised
20. Ensures there is effective employee development and performance management for all staff supervised and resolves staff issues with the support of the Regional Manager.
21. Ensures safe, efficient and effective work methods are used at all times
22. Assists in the preparation and review of the budget.
23. Monitors cost effectiveness of works, compiles cost data, prepares reports, develops funding submissions, and ensures correct input of budget and expenditure data into financial systems.

OTHER DUTIES (10%)

24. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue and cyclone as appropriate and as directed by the Regional Manager.
25. Completes other duties as required by the Regional Manager.

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Selection Criteria

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

1. Substantial experience in park management with a particular focus on visitor management and associated infrastructure.
2. Considerable experience of high-level leadership, supervisory, organisational, works program planning, and human resource management skills; including a demonstrated ability to promote staff development, deal with contentious issues and improve performance, empowering staff to achieve agreed outcomes.
3. Evidence of high-level oral communication and interpersonal skills, and experience in effective liaison and negotiation with other government agencies, industry, stakeholders, and community interest groups, and the media.
4. Considerable experience in and knowledge of administrative and financial management, including budget preparation and expenditure control.
5. Ability and willingness to work with Traditional Owners to promote Aboriginal involvement in the workforce and participate in Joint Management Body and Native Title negotiations with a preference for someone with demonstrated experience working with Aboriginal people and having an awareness of their culture.

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

6. Highly developed written communication skills, including using computer software for report writing, data analysis, data management and operating GIS systems; with evidence of having responded to and resolved complex and detailed issues.
7. Physically fit, able to pass the annual departmental fire fitness test, assume high level allocated roles in the Incident Management Team 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. Tertiary qualification in a natural science relevant to nature conservation, natural resource or wildlife management. **(Desirable)**
10. Ability to liaise with relevant experts and incorporate biodiversity, fire, recreation and threat abatement advice into management actions relevant to park management. **(Desirable)**
11. Ability to take the lead in incident responses including search and rescue, cyclone preparedness ensuring procedures for remote working are kept up to date. **(Desirable)**
12. A sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, and associated regulations, and other legislation, Awards, policies and guidelines relevant to the department. **(Desirable)**
13. Sound knowledge and understanding of strategic planning principles. **(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 <i>C Class Drivers Licence with a preference for MR Class Drivers Licence</i>
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) Fire Availability