



Job Description Form

Position Details

Position Title: Aboriginal Engagement Officer	Position Number: DBCA3168800	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: 8 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

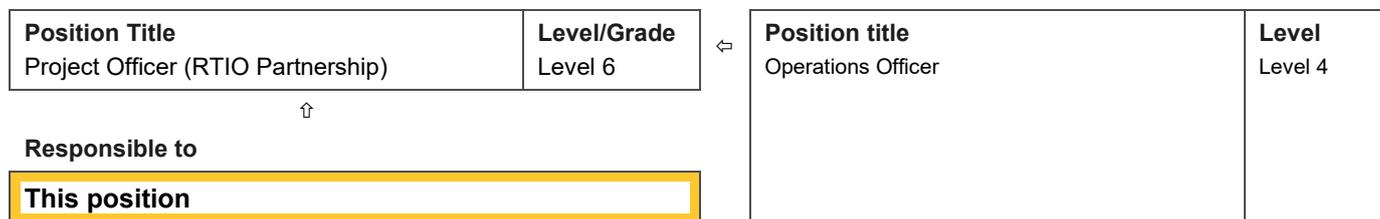
Collaboration
Commitment to team, partnership and the support of others

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
Nil		

About the Role

Under the general direction of the Project Officer (RTIO Partnership) and in consultation with the Regional Leader Joint Management:

- Provides regional level advice and support to managers and Traditional Owners on issues relating to the management of conservation estate and the protection and conservation of the value of the land to the culture and heritage of Aboriginal people; including but not limited to, working in partnership with Traditional Owners to ascertain Aboriginal culture and heritage values and establishing protocols to mitigate material adverse effects to such values.
 - Undertakes community consultations which are culturally respectful and relevant information is shared appropriately, and;
 - Responds in a timely and effective manner to requests for information by both the department and key stakeholders to ensure the achievement of project outcomes.

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 direction of the Project Officer (RTIO Partnership) and in consultation with the Regional Leader Joint Management:

ABORIGINAL ENGAGEMENT (80%)

1. Provides regional level support and advice to managers and Traditional Owners on issues relating to the management of the conservation estate and the protection and conservation of the value of the land to the culture and heritage of Aboriginal people; including:
 - ascertaining Aboriginal culture and heritage values in partnership with Traditional Owners;
 - recording information using Geographical Information Systems (GIS), in relevant databases; and
 - planning and implementing management activities that prioritise the protection of Aboriginal culture and heritage values.
2. Working in close collaboration with the Aboriginal Engagement, Planning and Lands Branch to support departmental projects and the development and implementation of collaborative projects with Traditional Owners in the Pilbara Region, including ensuring:
 - consultation with Aboriginal people is meaningful, culturally respectful and purposeful; and
 - that appropriate information is shared, decision making is informed, and agreements can be reached in a timely manner.
3. Contributes to the understanding of Aboriginal culture and heritage values by working with Aboriginal Prescribed Body Corporates (PBCs), Advisory Committees and Local Aboriginal Cultural Heritage Services (LACHS) in coordinating and delivering departmental works programs that provide opportunities for project co-design and feedback.
4. Contributes to strengthening the capacity in the region to provide effective, inclusive and appropriate engagement which aligns with relevant legislation, policies, management plans and guidelines.
5. Contributes to and works closely with the regional leadership team to co-design solutions that assist the region to undertake successful Aboriginal engagement.
6. Contributes to strategic partnerships and formal agreements with registered Aboriginal parties and Traditional Owner organisations so that mutually beneficial outcomes are achieved having regard for State and Commonwealth policy settings and legislative frameworks.

GENERAL (20%)

7. Maintains office procedures, records and equipment under control.
 8. Provides administrative records for vehicles, timesheets, and accounts relating to projects under control, on time and as required.
 9. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience. Assumes an allocated role in the regional fire structure.
 10. 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.
- Performs other duties as directed by the Regional Manager

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Selection Criteria

Applicants should address the following four criteria, including where possible the desirable criterion. These should be addressed in no more than four pages in total.

1. Evidence of well-developed interpersonal and oral communication skills and demonstrated experience in liaising effectively, successfully and positively with Aboriginal people.
2. Demonstrated experience liaising effectively with internal groups and external organisations, including government agencies, community and key stakeholders
3. Ability and experience of working as part of a multi-disciplinary team, and independently and show a high level of self-motivation and be able to work unsupervised in remote locations.
4. Knowledge and experience in project management, implementation and evaluation within agreed timeframes.

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 skills, including the ability to prepare concise and accurate reports, and the ability to use computer software for (Word, Excel) meeting agendas and summaries and report writing.
6. Ability to liaise with internal groups and external organisations, including other government agencies, community and stakeholders.
7. 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 plus willingness and preparedness to travel, camp and work in isolated areas.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Tertiary qualification in natural or social science or another appropriate field. **(Desirable)**
10. Knowledge of the Pilbara region’s natural environment and an understanding of natural resource management. **(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 type="checkbox"/> Yes <input checked="" 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 Manual Driver’s Licence and 4WD experience	
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 Allowance, Fire Availability	

Certification Recruitment and Establishment Section
 Registered JDF
 16 January 2026