



Job Description Form

Position Details

Position Title: Regional Operations Manager	Position Number: DBCA3121161	Level: Level 6
Division: Regional and Fire Management Services	Branch: Wheatbelt Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Narrogin	Effective Date: 9 December 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

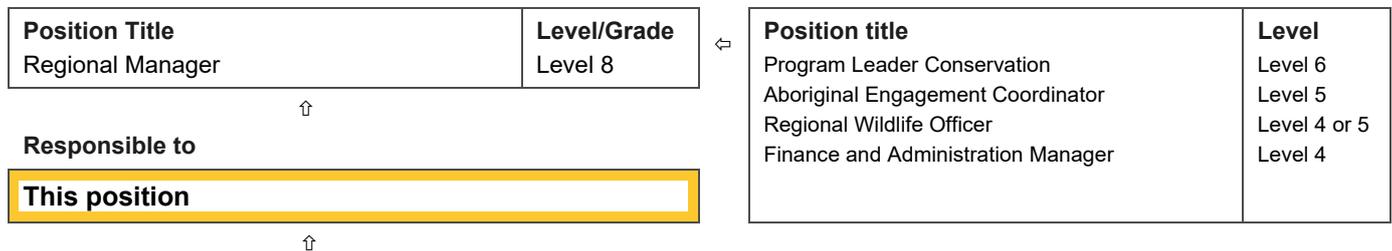
Collaboration
Commitment to team, partnership and the support of others

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

Reporting Relationships



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
District Fire Coordinator (Narrogin)	Level 5	1
Operations Officer Merredin	Level 4	3
Operations Officer Merredin	Level 3	1
Operations Officer Narrogin	Level 4	3
Operations Officer Narrogin	Level 3	2
Assistant Operations Officer Katanning	Level 1/2	Nil

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 overseeing the delivery, and use, of the operations team for 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 Wheatbelt 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 (20%)

1. Manages and controls all operational works programs in the region, 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. Coordinates the delivery of the region's fire, parks and visitor services and forest and ecosystem management programs relating to mallet timber extraction.
4. Works with the Program Leader Conservation in the preparation of Operational Plans to reflect service and departmental objectives and regional priorities and works with the fire coordinator to ensure effective delivery of the fire program.
5. Provides information and advice to the Regional Manager on operational related and field management matters.
6. Coordinates the preparation of correspondence, briefing notes, ministerial responses and reports, as required.

REGIONAL OPERATIONS (30%)

7. 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.
8. Advises the Regional Manager on the integration and coordination of operational matters across the region.
9. Arranges the integration of resources to ensure the delivery of services to customers.
10. Assists the Regional Manager in the coordination and implementation of departmental programs including capital works, maintenance of facilities and ensures all environmental, safety and work standards are implemented, and that the regional visitor risk management program is effective.
11. Assists the Regional Manager in reviewing and implementing regional fire plans including strategic planning, liaison with stakeholders, staff development and succession planning, and contributes to matters associated operationally with their implementation.
12. 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.
13. Ensures the maintenance of the region's infrastructure.
14. 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.
15. Assists the Regional Manager in liaison with Aboriginal communities regarding joint management interests and activities.
16. Advises other government departments on best practice when planning field operations involving disturbance of the natural environment.
17. Represents the department on departmental and interdepartmental planning teams in relation to natural resource management initiatives.

HUMAN RESOURCE MANAGEMENT (25%)

18. 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.
19. Fosters a team spirit and culture of empowerment and productivity, providing leadership and coaching for junior staff.
20. Leads and participates in recruitment and selection processes for positions supervised.
21. Determines training needs and ensures effective training is provided to all personnel supervised
22. Ensures there is effective employee development and performance management for all staff supervised. Resolves staff issues with the support of the Regional Manager.
23. Ensures safe, efficient and effective work methods are used at all times.

FINANCE (15%)

24. Assists in the preparation and review of the budget.
25. 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%)

26. Assumes an active 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.
27. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, as appropriate and as directed by the Regional Manager.
28. Completes other duties as required by the Regional Manager.

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Selection Criteria

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

1. Considerable experience in natural resource management including environmental, recreational, fire, park, and reserve management, and having a considerable understanding of the threats to conservation and wildlife from human interaction.
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, Aboriginal groups and community interest groups, and the media, with evidence of having responded to and resolved complex and detailed issues.
4. Considerable experience in and knowledge of administrative and financial management, including budget preparation and expenditure control.

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

5. Demonstrated high level written communication skills, including a demonstrated ability to respond to complex and detailed enquiries, and using computer software (including Word, Excel, GIS systems etc.) for report writing, data analysis and data management.
6. Physically fit, able to pass the departmental annual fire fitness test, assume an allocated role 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.
7. Understanding of work, health and safety, and equity and diversity principles and practices.
8. Tertiary qualification in a natural science relevant to nature conservation, natural resource or wildlife management. **(Desirable)**
9. Considerable knowledge of the application of legislation and policy to achieve conservation and other natural resource management goals. **(Desirable)**
10. 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 Current ‘C’ Class manual Driver’s Licence with a preference for a current ‘MR’ Class Driver’s licence
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 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 checked="" type="checkbox"/> Other (Please specify) Fire Availability

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
 9 December 2025