



Department of Biodiversity,
Conservation and Attractions

**ROTTNEST
ISLAND
AUTHORITY**

Job Description Form

Position Details

Position Title: Business Improvement Officer	Position Number: RIA3166700	Level: 5
Division: Rottnest Island Authority	Branch: Corporate Services	Section: Corporate Advisory
Employment Agreement: PSCA 2024	Location: Fremantle (commuting as required)	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

Position Title Business Improvement Manager	Level/Grade 6	⇐	Position title n/a	Level
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
n/a		

About the Role

The Business Improvement Officer supports the delivery of business improvement initiatives under the direction of the Business Improvement Manager. The role focuses on process mapping, analysis, documentation, coordination of improvement projects, and supporting governance frameworks. It contributes to continuous improvement by providing research, data analysis, and stakeholder liaison to enable successful implementation of initiatives.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Position Title Business Improvement Officer		
Position No. RIA3166700	Level/Grade L5	Effective Date 5 January 2026

Responsibilities

- Support the design, development, and implementation of business process improvements and related systems under the guidance of the Business Improvement Manager.
- Conduct process mapping, data analysis and documentation to inform improvement initiatives.
- Coordinate project activities, including scheduling, reporting, and maintaining risk and issue logs.
- Assist in the maintenance of governance frameworks, policies, and templates under the direction of the Business Improvement Manager.
- Contribute to the preparation and delivery of Executive, Board and Ministerial papers or presentations.
- Liaise with internal and external stakeholders to support project delivery and change adoption.
- Undertake research and benchmarking to identify improvement opportunities.
- Undertake other duties as directed.

Selection Criteria

Applicants should address the following essential criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required.

Essential

1. Demonstrated experience in supporting business improvement initiatives, including process mapping, analysis, and documentation.
2. Strong organisational skills with the ability to manage competing priorities and meet deadlines.
3. Well-developed interpersonal and communication skills, including the ability to prepare clear reports and presentations.
4. Ability to work collaboratively with stakeholders and contribute to project outcomes.
5. Sound analytical and problem-solving skills with attention to detail.
6. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.

Desirable

1. Familiarity with continuous improvement methodologies (e.g., Lean Six Sigma, Agile).
2. Relevant qualification in business management or related discipline.
3. Experience supporting governance frameworks and compliance documentation.

Position Title Business Improvement Officer		
Position No. RIA3166700	Level/Grade L5	Effective Date 5 January 2026

Flexibility Requirement

Occasional overnight stays on the Island may be required.

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: 1.0
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 type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No	
Working with Children <input 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 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

The details contained in this document are an accurate reflection of position.

Division Head	A/Executive Director
Signature: 	Signature: 
Date: 16 January 2026	Date: 16 January 2026