



Job Description Form

1. Position Details

Position Title Trainee Ranger			Position Number PA2601TR
Level/Grade RA1	Specified Calling N/A	Agreement Rangers Award / RNPGA 2022, United Voice Fire Services Provisions Agreement 2014	Effective Date 21 January 2026
Division Regional and Fire Management Services		Branch South West	
Section Blackwood District, Wellington District, Regional Parks		Location Bunbury, Collie, Harvey, Busselton, Margaret River or Nannup	

2. Reporting Relationships

Position Title Regional Parks Coordinator	Level/Grade Level 6	Recruitment and Establishment Section C Brown Registered JDF 21 January 2026
Responsible to		
Position Title Senior Ranger or Senior Ranger or Operations Officer	Level/Grade Grade 3 or Grade 4 or Level 4	Position title Various: Rangers Senior ranger Other PVS staff
Responsible to		
This position		
Officers under direct responsibility		
Position Title Nil	Level/Grade	Approx. no. FTEs supervised

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under immediate direction:

- Assists with routine park operations, including maintenance of visitor facilities, tracks, signage and infrastructure. Support visitor services by engaging positively with park users, providing information and helping maintain a welcoming park environment.
- Takes part in conservation and land management activities such as fire management, weed control and feral animal programs.
- Works alongside experienced Rangers, gaining skills in safe work practices, use of tools and equipment, and environmental management.
- Contributes to a safe, productive team environment by following procedures and workplace health and safety requirements

This position is a mentored development employment opportunity for Aboriginal people with preference given to Noongar community members or approved Noongar applicants.

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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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under immediate direction:

MENTORED EMPLOYMENT DEVELOPMENT PROGRAM

In the context of this position being a mentored employment development opportunity

1. Participates in development programs to achieve Certificate II or higher in Conservation and Ecosystem Management and firefighting competence.
2. Participates in the servicing of park facilities, including routine cleaning and maintenance of recreation sites, litter control and waste management.
3. Assists in the fabrication, maintenance and installation of park infrastructure, including sign installation, fences, gates, painting, carpentry and stonework.
4. Assists in the maintenance of mechanical equipment, including small motors, pumps, generators, fire units, compressors, 4WD vehicles and trailers.
5. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
6. Participates in activities associated with the protection of flora and fauna, including treating weeds and application of chemicals.
7. Undertakes the trapping and baiting of feral animals.
8. Participates in the planting and rehabilitation of disturbed sites.
9. Monitors native fauna populations.

ETHICS, COMPLIANCE AND WORK, HEALTH AND SAFETY

10. Ensures records are maintained and reports are prepared in accordance with departmental standards, e.g., time sheets, vehicle logbooks, works diary and training portfolio.
11. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.
12. Responsible for personal safety and cooperates with team leader in carrying out of employee responsibilities as defined in the *Work, Health and Safety Act 2020*.
13. Participates in safety initiatives including team meetings, Job Safety Analysis preparation, workplace inspection, hazard identification and control and accident investigations.

PUBLIC INTERACTION

14. Assists with park visitor services including liaising with the public including commercial tour operators in a positive and constructive manner and assists with fee collection.
15. Reports suspicious activity and offences on departmental land.

GENERAL

16. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the Regional Manager
17. Carries out other duties as directed by the Operations Officer.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply.

All criteria are essential unless specified otherwise.

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

1. Under section 50d of the *Equal Opportunity Act 1984* Aboriginality is a genuine requirement for this position with preference given to Noongar community members or approved Noongar applicants.
2. Experience or interest in working on country and ability to participate in manual activities related to conservation and recreation management, including maintenance and construction of visitor facilities, flora and fauna protection and fire suppression and control.
3. Evidence of ability to liaise and interact in a positive manner. Have good communication and interpersonal skills and be able to work effectively in a team.
4. Experience in operating equipment such as chainsaws, brush cutters and common maintenance tools.
(Desirable)

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

5. Demonstrated literacy and numeracy skills including the ability to read and understand maps, and apply relevant procedures in the work environment, including work, health and safety procedures and principles.
6. 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. Willingness and ability to work away from home if required. Be available for occasional weekend and irregular hours of work. Willingness to wear prescribed safety equipment and to work safely with chemicals.
8. Ability and willingness to acquire Certificate II or higher in Conservation and Ecosystem Management and participate in a mentored work development program.
9. Understanding of equity and diversity principles and practices
10. Current 'C' Class Driver's Licence.

Values

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

Our five core values — **Integrity, Collaboration, Accountability, Respect and Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

11. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect and Excellence**.

Information on whether appointment to this position is subject to provision of a satisfactory Working With Children check or a National Police check, is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 2 year contract		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Fire Allowances	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Mig welder, 4WD vehicle, tractor, light and / or heavy fire units, hand and power tools, generator, chainsaw		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234314
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7. Certification

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

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: