



# Job Description Form

## Position Details

<b>Position Title:</b> Senior South West Native Title Officer (Planning)	<b>Position Number:</b> DBCA3175820, DBCA3175840 & DBCA3175841	<b>Level:</b> Level 6
<b>Division:</b> Parks and Visitor Services	<b>Branch:</b> Statutory Planning and Lands	<b>Section:</b>
<b>Employment Agreement:</b> PSA 1992, PSCA 2024	<b>Location:</b> Kensington	<b>Effective Date:</b> 28 January 2026

## Our Values

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



## Reporting Relationships

<b>Position Title</b> Coordinator SWNTS Planning	<b>Level/Grade</b> Level 7	⇐	<b>Position title</b> Senior Planning Officer (SWNTS) Senior Planning Officer (SWNTS) Project Officer (SWNTS)	<b>Level / Grade</b> 6 6 4
<b>Responsible to</b> This position				

## Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
nil		

## About the Role

Under limited direction from Coordinator SWNTS Planning, this role is responsible for the preparation and review of joint management plans in partnership with Traditional Owners, prepared under the *Conservation and Land Management Act 1984* to enable formal joint management in the South West Native Title Settlement (SWNTS) area. This role includes:

- leading and driving the terrestrial management planning processes as a lead planner, applying project management principles and in accordance with departmental procedures, relevant legislation and Indigenous Land Use Agreements for the SWNTS area,
- integrating social, cultural and ecological research into the planning process;
- undertaking consultation, including in regional locations, in preparation of the terrestrial management plans; and
- supervising staff where required.

Under Section 51 of the *Equal Opportunity Act 1984*, Aboriginality is a preferred for this position.

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 limited direction this position is responsible for leading the review, preparation and implementation of joint management plans prepared under the *Conservation and Land Management Act 1984* (CALM Act) to enable formal joint management in the SWNTS area.

### Project and Planning Management (70%)

1. Manages the implementation of planning projects from initiation to completion including project design and planning, collaboration and coordination with designated planning teams, and delivery of results within deadlines and budget constraints.
2. Provides project management for joint management planning processes within the SWNTS area, ensuring delivery of objectives, timelines, and stakeholder engagement.
3. Prepares joint management plans in accordance with agreed departmental procedures and in accordance with relevant legislation and the Indigenous Land Use Agreements for the SWNTS area.
4. Prepares briefing papers, reports and other correspondence for Corporate Executive, Conservation and Parks Commission (or equivalent advisory bodies) and the Minister.
5. Contributes to the development and implementation of policies, guidelines, and processes that support the delivery of the management planning process.
6. Maintains knowledge of legislation, government, and departmental priorities, policies and procedures relevant to management planning, joint management and Aboriginal engagement.
7. Monitors, evaluates, and reports on management planning responsibilities.

### Engagement (25%)

8. Develops and maintains positive working relationships with Traditional Owner partners, other areas of the department and stakeholders to ensure content of management plans meet the requirements of principle end-users.
9. Informs public consultation, communication and engagement plans, information and education programs associated with the development or review of management plans for existing and proposed conservation estate.
10. Leads planning meetings, workshops and on-country trips relevant to the SWNTS area.

### Other (5%)

11. Actively contributes to a positive team environment, a workplace culture of reflection and improvement, and builds a cultural awareness and competency
12. Undertakes other duties as directed.

## Selection Criteria

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

1. Broad knowledge and experience in leading and managing projects through all phases of the project lifecycle, from initiation and planning to execution, monitoring, and successful completion.
2. Strong interpersonal skills and experience in developing and maintaining successful relationships with internal and external stakeholders and other interest groups.
3. Strong conceptual, analytical and evaluation skills, with the ability to analyse, resolve and respond to complex and detailed issues, and effectively communicate these at a range of levels.
4. Significant experience in working with Aboriginal people and organisations, demonstrating well-developed cross-cultural understanding that helps to achieve positive outcomes for traditional owners.

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

5. Strong written and oral communication skills, and demonstrated ability to write concise, effective high-level reports, briefings, and submissions.
6. Willingness and ability to undertake travel to regional locations to undertake planning processes, including overnight stays and occasional camping in remote locations where required.
7. Understanding of occupational, safety and health, equity and diversity principles and practices.
8. Broad knowledge in the application of legislation, strategies and policies relating to joint management and marine and terrestrial management planning (DESIRABLE).
9. Tertiary qualification in a discipline relevant to natural resource management; Indigenous studies, project management or equivalent qualification (DESIRABLE).
10. 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 (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 [Personal Leadership](#)

#### Other position-related information (only relevant ones will be populated)

<b>Position Status - Permanent</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>FTE:</b> 1 FTE
<b>National Police Check</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	
<b>Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Working with Children</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>	
<b>Allowance and Special Conditions</b> <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

Verified by:  Recruitment and Establishment Section  
Registered JDF  
28 January 2026