



Job Description Form

Position Details

Position Title: Coordinator, Joint Management Central Support – Policy and Project	Position Number: DBCA3130139	Level: 6
Division: Parks and Visitor Services	Branch: Aboriginal Engagement, Planning and Lands	Section: Aboriginal Engagement and Heritage Unit
Employment Agreement: PSA 1991 / PSCA 2024	Location: Kensington	Effective Date: 25 July 2025

Our Values

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



Reporting Relationships

Position Title Coordinator Aboriginal Engagement and Heritage Unit	Level/Grade Level 7	↔	Position title Project Officer Aboriginal Programs (50d) Project Officer Aboriginal Programs Aboriginal Engagement and Training Officer Policy and Project Officer, Aboriginal Strategies and Programs Policy and Project Officer, Joint Management Coordinator Joint Management Central Support	Level Level 3 Level 4 Level 4 Level 5 Level 5 Level 6
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Officers under direct responsibility

Position Title Policy and Project Officer Joint Management	Level/Grade Level 5	Approx. no. FTEs supervised 1.0
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About the Role

Under direction of the Coordinator, Aboriginal Engagement and Heritage:

- Provides support and advice in relation to the development and implementation of joint management agreements, Aboriginal heritage and engagement, operational policies and procedures and other documents and processes in accordance with relevant legislation.
- Participates in internal and inter-departmental project teams of senior officers working on matters supporting Aboriginal engagement, heritage and joint management.

Position Title Coordinator Joint Management Central Support – Policy and Project		
Position No. DBCA3130139	Level/Grade Level 6	Effective Date 25 July 2025

- Provides support and advice relating to the development and implementation of monitoring and evaluation processes (management effectiveness) including joint management arrangements.
- Leads relevant policy development, implementation and evaluation projects as required.

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

Responsibilities (indicate proportion of time on each function or duty as a % where applicable (note, responsibilities can be in dot point or numbered):

Under the direction of the Coordinator, Aboriginal Engagement and Heritage:

PROJECT MANAGEMENT AND POLICY SUPPORT (50%)

1. Leads the development, implementation and review of policies, guidelines and procedures relating to joint and cooperative management in accordance with relevant State and Commonwealth legislation.
2. Manages the development of information and communication materials to enhance the department's capacity to meet responsibilities associated with joint and cooperative management.
3. Manages projects related to joint and cooperative management, including administrative and supporting establishment of governance frameworks.
4. Provides support to the Aboriginal Engagement and Heritage Unit, by contributing to, or leading, projects relating to Aboriginal engagement and heritage.
5. Prepares policy and operational guidance to the implementation of joint management and heritage agreements, and in engaging with Aboriginal communities.
6. Establishes priorities and targets for own work and takes responsibility for task completion across a number of concurrent projects.
7. Provides improved linkages and support for joint management officers based in the Regions;

LIASON, ADVICE AND ENGAGEMENT (40%)

8. Liaises with department staff, Traditional Owner partners, other government agencies and organisations to support the successful implementation of joint and cooperative management arrangements.
9. Develops reports and documents relevant to the development of joint management and indigenous land use agreements
10. Drafts correspondence for the Director General and the Minister for Environment relevant to the role.

OTHER (10%)

11. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
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 in total.

1. Considerable experience in, and knowledge of, Aboriginal joint management, heritage and engagement and heritage processes and legislation, including the *Conservation and Land Management Act 1984 (WA)*.

Position Title Coordinator Joint Management Central Support – Policy and Project		
Position No. DBCA3130139	Level/Grade Level 6	Effective Date 25 July 2025

2. Considerable experience in planning, policy and operations relating to the joint management of conservation and land management reserves.
3. Considerable experience in working with Government and Aboriginal communities, demonstrating well-developed cross-cultural communication, negotiation and facilitation skills.
4. Demonstrated experience in policy development and implementation.

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

5. Well-developed interpersonal skills, including a well-developed ability to be part of multi-disciplinary/multicultural teams.
6. Knowledge of Aboriginal joint management, heritage, and engagement and heritage processes and legislation, including the Conservation and Land Management Act 1984 (WA).
7. Well-developed written and oral communication skills and the ability to use computer software for report writing and data analysis.
8. Understanding and commitment Occupational, safety and health and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Qualifications in a relevant discipline (such as project management, anthropology, social sciences and/or law), or demonstrated equivalent professional competence. **(Desirable)**
11. 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 behaviours for this role is **Agency Leader/Executive Leader/Multiple Area Leader/Leading Leaders/Leading Others/Personal Leadership** [keep only descriptor applicable to this role].

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

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1
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	
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"/> <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

Verified by: Recruitment and Establishment Section

C Brown
Registered JDF
25 July 2025