



Job Description Form

1. Position Details

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|--|---------------------------------|--|---|
| Position Title Ranger (Marine and Coastal) | | | Position Number DBCA3090843 |
| Level/Grade Grade 1 or 2 | Specified Calling N/A | Agreement Rangers Award / RNPGA 2022, United Voice Fire Services Provisions Agreement 2014 | Effective Date 24 December 2025 |
| Division Regional and Fire Management Services | | | Branch Warren Region |
| Section Frankland District | | | Location Walpole |

2. Reporting Relationships

| | | |
|--|-------------------------------|--|
| Position Title District Parks & Visitor Services Coordinator | Level/Grade Level 5 | Recruitment and Establishment Section C Brown Registered JDF 24 December 2025 |
| ↑ | | |
| Responsible to | | Other offices reporting directly to this office |
| Position Title Senior Ranger | Level/Grade Grade 4 | |
| ↑ | | |
| 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 the immediate direction of the Senior Ranger:

- Carries out programmed operational activities and field logistical support for Walpole and Nornalup Inlets Marine Park, surrounding coastal reserves and other lands and waters managed by the department, with in the Frankland district, including maintenance and servicing of facilities, visitor control, commercial operator liaison and the delivery of conservation programs as directed.
- Assists in emergency response, fire, marine fauna management, feral animal and plant control and delivering education and interpretive programs.
- Undertakes compliance patrols, maintains and skippers departmental vessels and upkeep of equipment.
- Implements works programs consistent with departmental guidelines, policies and management plans.

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 the immediate direction of the Senior Ranger:

OPERATIONS (50%)

1. Undertakes and supervises operations outlined in the parks and visitor services and conservation programs, and strategic operations plans for the Marine Park and coastal reserves in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

2. Contributing to short-term park planning activities.
3. Undertaking patrols via vessels and 4WD vehicle for the purposes of education, raising public understanding of regulations, compliance monitoring and enforcement.
4. Participates in the mitigation and maintenance of Visitor Risk Management requirements.
5. Assisting with the collection and analysis of data for ecological and social monitoring and research programs, in line with established protocols.
6. Implementing conservation programs, including feral animal control, rehabilitation of degraded areas and monitoring of endemic species and communities.
7. Undertaking fabrication and maintenance of park visitor services infrastructure (signage, shoreline markers, buoys and moorings) and maintenance of management infrastructure by use of marine skills including boats.
8. Maintaining and skippering departmental vessels in accordance with Australian Maritime Safety Authority requirements and departmental policies.

STAFF (10%)

9. Supports teamwork and engages in positive interactions within the work unit and the district.
10. Supervises the work of maintenance workers, trainees, volunteers and contractors, where applicable, to the prescribed work standard.
11. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as in dealings with those listed in 9 and 10 above.

PUBLIC INTERACTION (20%)

12. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
13. Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups and other stakeholders.
14. Assists in the preparation and delivery of interpretative and educational material, community education programs and public consultation relating to management plans and other planning documents and strategies.
15. Performs compliance and enforcement duties in accordance with the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016* and associated regulations, as required.

GENERAL (20%)

16. Ensures that fees and all other collected monies are accounted for in accordance with the *Financial Management Act 2006*.
17. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
18. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
19. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the District Manager.
20. Other duties as required.

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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 three criteria. These should be addressed in no more than three pages in total.

- Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated with visitor management and natural resource management with an emphasis on the marine environment.
- Willing and able to acquire Coxswain Class 2 (Near Coastal) certificate (Grade 1) or experience in the logistics of vessel operation and skippering requiring a Class 2 (Near Coastal) Coxswain Certificate as a minimum with a preference for a higher boating qualification with documented evidence of experience working in commercial vessels in survey (via a certified sea service book) or equivalent.
- Good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2):
 - patrol and enforcement activities, ideally in a marine protected area, and
 - liaising with the public, commercial tourism operators, community groups, Indigenous groups, other government agencies and stakeholders.

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

- Demonstrated competence in written and oral communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of interpretative and educational programs. Proficient (Grade 1) or demonstrated proficiency (Grade 2) in word processing, and the use of spreadsheets and database software.
- Ability to (Grade 1) or demonstrated experience in (Grade 2) the care of assets required for marine protected area management, including carrying out maintenance of equipment in vessels in survey, signage, moorings, field stations, outboards, small engines, vehicles.
- Demonstrated ability to work collaboratively, show initiative and follow a work plan, with limited supervision.
- Willing and able to acquire Certificate II (Grade 1) or Certificate III (Grade 2) in Conservation and Ecosystem Management or have an equivalent qualification or experience.
- Must be able to pass the departmental fire fitness test plus 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.
- Understanding of work, health and safety, equity and diversity principles and practices.
- Current 'C' Class Driver's Licence.
- Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, in particular in relation to compliance management, and have an understanding of the principles and practices of Visitor Risk Management. (Desirable)

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.

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

Information on whether appointment to this position is subject to a satisfactory Working With Children or 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 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 i.e. 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 checked="" type="checkbox"/> No Fixed Hours (Rangers only) |
| | <input type="checkbox"/> Ranger Leave (Rangers only) | <input checked="" type="checkbox"/> Other - Please specify below: Fire Availability, Coxswain allowance |
| Specialised Equipment Operated Specify type of equipment e.g. 4WD. | Small vessels up to 12m, 4WD, towing trailers, hand tools, fire-fighting equipment, GPS. | |
| 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/ for information on whether a check is required. If yes, applicants may be asked to provide a 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. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks . | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |

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| 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: |