



Job Description Form

Position Details

Position Title: Conservation Operations Officer	Position Number: DBCA3176120	Level: Level 4 or 5
Division: Regional and Fire Management Services	Branch: Goldfields Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Kalgoorlie	Effective Date: 5 February 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

<table border="1" style="width: 100%;"> <tr> <td>Position Title Regional Leader Conservation</td> <td>Level/Grade Level 6 or 7</td> </tr> </table> <p style="text-align: center;">↑</p> <p>Responsible to</p> <div style="border: 2px solid orange; padding: 2px; display: inline-block;"> This position </div> <p style="text-align: center;">↑</p>	Position Title Regional Leader Conservation	Level/Grade Level 6 or 7	←	<table border="1" style="width: 100%;"> <tr> <td>Position title COO Flora /Fauna COO Joint Management Regional Wildlife Officer Operations Officer - Conservation</td> <td>Level Level 5 Level 3 or 4 Level 5 Level 3</td> </tr> </table>	Position title COO Flora /Fauna COO Joint Management Regional Wildlife Officer Operations Officer - Conservation	Level Level 5 Level 3 or 4 Level 5 Level 3
Position Title Regional Leader Conservation	Level/Grade Level 6 or 7					
Position title COO Flora /Fauna COO Joint Management Regional Wildlife Officer Operations Officer - Conservation	Level Level 5 Level 3 or 4 Level 5 Level 3					

Officers under *direct* responsibility

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

About the Role

Under the general (Level 4) or limited (Level 5) supervision of the Regional Leader Conservation:

- Reviews and assists in the preparation of advice for (Level 4) or reviews, provides scientific advice and contributes to the responses for (Level 5) Environmental Impact Assessments, Land Use Planning proposals, clearing permits, other development proposals and operational conservation management works programs (eg. fire and invasive species management).
- Contributes to the development and ongoing maintenance of regional conservation information and data management systems.
- Liaises and cooperates with a broad range of partners, proponents and agencies to achieve conservation outcomes in the Goldfields region.
- Participates in planning and implementing the conservation program with a particular emphasis on, adaptive management processes and monitoring, to broaden the knowledge and understanding of biodiversity, threatened and priority species and threatening processes across the Goldfields region. (Level 5)

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

Position Title Conservation Operations Officer		
Position No. DBCA3176120	Level Level 4 or 5	Effective Date 5 February 2026

Responsibilities

Under the general (Level 4) or limited (Level 5) supervision of the Regional Leader Conservation:

CONSERVATION ADVICE AND INFORMATION MANAGEMENT (60%)

1. Reviews and assists in the preparation of advice to (Level 4) or reviews, provides scientific advice and contributes to the responses to (Level 5) decision making authorities and proponents, including:
 - Referrals of land use planning, mining proposals, native vegetation clearing, programs of works for exploration and plans and strategies to mitigate impacts to the environment;
 - Assessing potential compliance issues relating to development and disturbance activities within departmental managed lands on a priority and as needs basis;
 - Making recommendations for the amelioration of the impacts of mining, infrastructure and development proposals and develops conditions to be incorporated into approval processes;
 - Provides advice as to the adequacy and effectiveness of proposed mitigation and offsets; and
 - Researches, analyses and synthesises information to enable the development, distribution and periodic revision of guidelines, procedures and conditions in relation to development activities.
2. Contributes to knowledge of flora and fauna species and communities in the Goldfields region and an understanding of appropriate conservation management strategies.
3. Contributes to the ongoing maintenance of conservation data and records management systems.
4. Analyses research, survey and monitoring results, and prepares reports, correspondence and information, departmental and external reports (including media releases) as required.
5. Monitors expenditure of approved programs within prescribed budgets, and assists with budget preparation, where appropriate.
6. Liaises and cooperates with technical experts, Aboriginal ranger groups, cooperative and joint management partners, community members, departmental staff, other government departments, academic institutions, and the public to encourage and support community interest and involvement in conservation management in the Goldfields region.
7. Maintains best management practice standards and techniques for implementing works programs. Ensures all activities are compatible with the department's Standard Operating Procedures, objectives and responsibilities.
8. Delivers allocated conservation annual works programs concerning priorities, services standards, resources, environmental management, policies, and departmental guidelines.
9. Represents the department on internal and external committees and working groups as required.
10. Ensures all operations and advice are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, associated regulations, policies, and other relevant legislation.

FIELD OPERATIONS (30%)

11. Contributes to the field surveys and monitoring and recovery activities for biodiversity, threatened ecological communities and threatened and priority species in the Goldfields region.
12. Communicates proposed research, surveys, monitoring and recovery activities and results to Indigenous partners such as Aboriginal rangers, Traditional Owners, and cooperative and joint management partners.
13. Contributes to the development and implementation of conservation projects.

GENERAL (10%)

14. Maintains office procedures, records and other administrative duties, vehicle running sheets, as required and provides care, maintenance and security of departmental property, equipment, and vehicles to acceptable standards.
15. Participates in departmental training and safety programs, as directed.
16. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
17. Participates in emergency incident responses which may be related to search and rescue, bushfires, or wildlife, as appropriate and as directed by the Regional Manager.
18. Undertakes other duties as directed by the Regional Leader Conservation.

Position Title Conservation Operations Officer		
Position No. DBCA3176120	Level Level 4 or 5	Effective Date 5 February 2026

Selection Criteria

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

1. Demonstrated (Level 4) or considerable (Level 5) experience in undertaking environmental impact assessment on major infrastructure, mining and large-scale development projects, and applying technical and scientific knowledge to moderately complex biodiversity management issues, arising from developments.
2. Demonstrated (Level 4) or considerable (Level 5) knowledge and experience of threatening processes, conservation management, and in a broad range of either flora or fauna survey and monitoring techniques; with a preference at Level 5 for someone with knowledge of flora or fauna in Western Australia.
3. Well developed (Level 4) or highly developed (Level 5) written communication skills, including demonstrated (Level 4) or considerable (Level 5) experience in collating and analysing data, managing datasets, and using computer skills for report writing, spreadsheets and creating databases, integrated with GIS applications for landscape mapping.
4. Well developed (Level 4) or highly developed (Level 5) interpersonal skills and demonstrated experience, knowledge, and skills in liaising effectively and working effectively, independently and as part of a team.

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

5. Tertiary qualification (diploma level at Level 5) in a relevant field relating to conservation/natural resource management or an approved equivalent.
6. Ability to pass the standard departmental fire fitness test and 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. Understanding of work, health and safety, and equity and diversity principles and practices.
8. An ability and willingness to work with traditional owners to deliver Native Title aspirations and goals through joint management, cooperation, or collaborative arrangements. **(Desirable)**
9. Knowledge (Level 4) or working knowledge (Level 5) of *the Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations. **(Desirable)**
10. Current First Aid Certificate **(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)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FTE: 1 FTE
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 Current ‘C’ Class Driver’s Licence
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 checked="" 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 checked="" type="checkbox"/> Other (Please specify) Fire Availability