



Job Description Form

Position Details

Position Title: Visitor Interpretation Officer	Position Number: DBCA3176560	Level: Level 4
Division: Regional and Fire Management Services	Branch: Pilbara Region	Section: Exmouth District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Exmouth	Effective Date: 25 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

Position Title District Parks and Visitor Services Coordinator	↔	Position title Project Officer PVS Capital Works Project Officer PVS Capital Works Lease and Licensing Officer Operations Officer Joint Management Operations Officer Joint Management World Heritage Project Officer Manager Milyering Discovery Centre	Level Level 4 Level 4 Level 4 Level 4 Level 4 Level 4 Level 4 or 5
↑			
Responsible to			
This position			
↑			

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Visitor Interpretation Officer	Level 3	1

About the Role

Under the general direction of the District Parks and Visitor Services Coordinator:

- Coordinates the development and delivery of interpretive activities for national, marine and conservation parks in the Exmouth District including the planning, design and delivery of information and interpretative products.
- Coordinates and supports educational activities which promote the department’s message of environmental and cultural conservation including community awareness and appreciation of the department’s role in the Ningaloo Coast World Heritage Area.
- Builds strong networks with joint management partners, stakeholders, community and special interest groups through effective liaison and networking, to ensure support for the department’s goals in conservation and biodiversity protection.

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

Position Title Visitor Interpretation Officer		
Position No. DBCA3176560	Level Level 4	Effective Date 25 February 2026

Responsibilities

Under the general direction of the District Parks and Visitor Services Coordinator:

PROGRAM DESIGN & COORDINATION (50%)

1. Coordinates the development and delivery of interpretive activities for national, marine and conservation parks in the Exmouth District including the planning, design and delivery of information and interpretative products.
2. Coordinates and supports educational activities which promote the department’s message of environmental and cultural conservation, including community awareness and appreciation of the department’s role in the Ningaloo Coast World Heritage Area. Encourages participation through promoting special events, involving contractors and volunteers. Monitors and evaluates the effectiveness of programs implemented.
3. Coordinates and prepares interpretive project briefs for artwork, graphic design, sign production, and digital and hardcopy products. Liaises with stakeholders and consultants to undertake interpretation projects.
4. Coordinates the implementation and review of district communication plans and related strategies in collaboration with district and regional staff, ensuring that objectives align with district, regional and statutory management plans.
5. Assists with the preparation of the annual works plan for Exmouth Parks and Visitor Services program, and monitors and manages the interpretation and education budget.

COMMUNITY LIAISON AND PUBLIC ENGAGEMENT (25%)

6. Liaises with joint management partners, community groups and other stakeholders to identify opportunities for developing and delivering educational and interpretative plans and projects.
7. Liaises closely with the Pilbara Education and Interpretation Officer, Milyering Discovery Centre Manager, World Heritage Project Officer and other district/regional staff to ensure a consistent and coordinated approach to public communication themes and messaging.
8. Coordinates updates to departmental intranet and website with district interpretative material.
9. Coordinates the development and management of content and design of all Exmouth District related websites, including Parkstay, Parks and Wildlife Website, as well as touchscreens and other media that provide information on the department in the district, including social media and newsletter publications.
10. Participates and supports planning and communication of recreation and facilities to provide an enhanced visitor experience and mitigate risk.
11. Prepares articles on interpretive initiatives in various internal publications and newsletters.

HUMAN RESOURCES AND ADMINISTRATION (20%)

12. Manages performance of staff supervised and encourages staff development. Facilitates an inclusive team approach and ensures consistency of delivery across programs.
13. Prepares relevant grant and other external funding applications, where appropriate.
14. Maintains an inventory of projects, documents and images and catalogues information into the department’s record management system.
15. Prepares and monitors the annual budget for the delivery of the district visitor interpretations program.

OTHER (5%)

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 rosters and responses which may be related to bushfires, search and rescue or wildlife as appropriate and as directed by the District Manager.
18. Undertakes other duties as directed by the Parks and Visitor Services Coordinator.

Selection Criteria

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

Position Title Visitor Interpretation Officer		
Position No. DBCA3176560	Level Level 4	Effective Date 25 February 2026

1. Demonstrated experience and competence in designing, developing and implementing projects, events and communication plans, across multiple work areas and programs, with a preference for creative interpretative and educational activities.
2. Demonstrated interpersonal and oral communication skills with experience in communicating, liaising and negotiating positive outcomes both internally and with external organisations, stakeholders, the community, volunteers and special interest groups including Traditional Owners, to build effective networks, promote community support and involvement in collaborative interpretive projects and deliver native title aspirations.
3. Demonstrated skills and experience in leading and managing teams, including preparing and implementing works programs through project management, scheduling work, setting goals, monitoring and reviewing progress and in estimating and managing project budgets.
4. Evidence of displaying creativity in the workplace, demonstrated experience working effectively as part of a team and independently; and showing a high level of self-motivation.

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

5. Well-developed written communication and organisational skills, including the ability to review documentation, analyse, resolve and respond to moderately complex issues and have well-developed public presentation skills including design and delivery.
6. Demonstrated skills in graphic design, including preparing publications, presentations and signage.
7. Experience in liaising with the media, the preparation of media releases and handling sensitive or controversial issues with the media.
8. Ongoing willingness and ability to participate in fire management activities contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
9. Understanding of work, health and safety, and equity and diversity principles and practices.
10. Tertiary qualification or experience in natural or social science, interpretation, eco-tourism, education, communication, or another appropriate field. **(Desirable)**
11. Knowledge of departmental policies and guidelines relevant to visitor use of departmental managed lands and waters. **(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 [Leading Others](#).

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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input checked="" 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
 25 February 2026