



Job Description Form

1. Position Details

Position Title Conservation Employee – Senior Work Centre Coordinator			Position Number DBCA3147818
Level/Grade AWU Level 5	Specified Calling N/A	Agreement AWU (WA Public Sector Award) GA 2024, AWU Fire Services Provisions Agreement 2014	Effective Date 1 April 2026
Division Regional and Fire Management Services		Branch Midwest Region	
Section Murchison District		Location Geraldton	

2. Reporting Relationships

Position Title Operations Manager	Level/Grade Level 6	Recruitment and Establishment Section Registered JDF <i>C. Brodie</i> 1 April 2026		
↑				
Responsible to				
Position Title Senior Operations Officer or Operations Officer	Level/Grade Level 5 or 4	Other offices reporting directly to this office <table border="1"> <tr> <td>Position title Safety Officer (if Level 5)</td> <td>Level/ Grade Level 4</td> </tr> </table>	Position title Safety Officer (if Level 5)	Level/ Grade Level 4
Position title Safety Officer (if Level 5)	Level/ Grade Level 4			
↑				
Responsible to				
This position				
↑				
Officers under <i>direct</i> responsibility				
Position Title 3 x Crew Leader 2 x Supervisor Store person	Level/Grade AWU Level 4 AWU Level 3 AWU Level 3	Approx. no. FTEs supervised 13 5		

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:

<p>Reporting to the Senior Operations Officer or Operations Officer: Provides mentoring, leadership, training and coordination of the Murchison District conservation employee workforce. Liaises with district staff and contractors to coordinate works programming, operational delivery, recording and reporting of works undertaken by the conservation employee workforce across the district including:</p> <ul style="list-style-type: none"> • Work programs for fire management, conservation, parks and visitor services, facility maintenance, visitor risk management and joint management activities. • Recording and reporting on operational delivery, including seeking clear direction on competing priorities. • Implementing an annual schedule of maintenance work for plant, vehicles, trailers, equipment, work centre and grounds. • Managing the depot stores equipment supply effectively and efficiently, including application of prescribed procedures for store equipment management and control. • Contributing to development and refinement of processes and protocols for improved operational delivery.

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 (%).

Reporting to the Senior Operations Officer or Operations Officer:

1. **Provides supervision, organisational and programming support to employees and contractors for a range of land management activities, including the coordination of works programs across a range of services in the Murchison District: (75%).**
 - **Fire management**, including firebreak construction and maintenance, equipment maintenance, prescribed burning, bushfire suppression.
 - **Conservation**, including animal trapping and translocation, fencing, rehabilitation, reserve inspections, fencing, declared weed control, feral animal control and revegetation.
 - **Parks and visitor services**, including recreation and visitor facilities maintenance, construction of small building projects, and maintenance of walk trails and campgrounds.
 - **Joint management**, including activities relating to connection to culture and country, interpretation, cultural awareness, training and logistical support for joint management meetings.
2. Maintains the operational readiness of both heavy and light fleet.
3. Maintains the work centre grounds and depot, stores and equipment ensuring it is managed effectively and efficiently – including application of prescribed procedures for store equipment management and control.
4. Maintains competence in, and participates in emergency management, including rostering for fire suppression duties outside normal hours of work.
5. Undertakes an active role in carrying out prescribed burning and fire preparedness work. In addition, participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

Planning, administration and quality control

6. Undertakes all administrative functions required of the role.
7. Takes responsibility for personal outputs and reviews group outputs.
8. Develops strategies for improvement and seeks implementation through consultation achieving cost effective outcomes within best management practice for the district.

In undertaking this role, the following generic duties also apply (25%):

Personnel and training

9. Supervises, organises and co-ordinates training delivery to achieve and improve performance through coaching / mentoring, training and performance development plan reviews.
10. Provides mentoring, leadership and coordination for the Murchison District Conservation Employee workforce, with a particular focus on fire management skills and the meeting of prescribed standards of work for all work in area of responsibility.

Client service

11. Fosters strong working relationships with district staff and project managers.
12. Liaises and engages with public and community members on matters related to the department's land management activities in a positive and effective manner.
13. Coordinates and acts on issues related to public activity on departmental land having regard for work, health and safety, public liability, departmental risk factors and relevant Acts and regulations.
14. Liaises with district staff and contractors to coordinate works programming, operational delivery, recording and reporting of works undertaken by the conservation employee workforce across the district.

Ethics and compliance

15. Ensures records are maintained and reports are prepared in accordance with departmental and district standards.
16. Complies with relevant legislation, regulatory requirements, corporate policy and ethical standards.

Work health and safety

17. Responsible for personal and team safety in the carrying out employee responsibilities as defined in the *Work, Health and Safety Act 2020*.
18. Ensures safety is adhered to and processes and procedures are reviewed and improved on a regular basis, having regard for *Work, Health and Safety Act 2020*, public liability, departmental risk factors and relevant Acts and regulations.

Other

19. Participates in development programs to achieve Certificate IV in Training and Assessment, where not already attained.
20. 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.
21. Completes other tasks and duties as directed by the Operations Manager.

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

1. Demonstrated experience in the supervision and performance management of others, including training, mentoring and leadership of staff of varying abilities in delivering work outcomes.
2. Proven knowledge, competence and experience in managing land management project outcomes and work safety.
3. Sound interpersonal and oral communication skills, including a proven ability to work with stakeholders at various levels to achieve positive relationships and outcomes.
4. Ability and willingness to work with Aboriginal people and / or have an awareness of Aboriginal culture, with a preference for applicants with experience in this area.

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

5. Sound computer literacy and writing skills relevant to the requirements of the job, including proven ability to produce reports on delivered outcomes.
6. Certificate IV in Training and Assessment or willing and able to acquire it.
7. Physically fit for “on the ground” operational fire work and be able to pass the departmental fire fitness test and be available for fire service consistent with the *AWU (WA Public Sector) Award 1992* and any prevailing industrial agreements; 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.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Western Australian ‘MR’ Class Driver’s Licence.
10. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**.
11. Proven competence and experience in the construction or maintenance of infrastructure relevant to the department. **(Desirable)**

Values

In all of our work we will act with the highest Integrity and be Open, Accountable, Creative, Responsive, Innovative, Outcome-focused and Collaborative. For the purposes of this recruitment process, behaviour that reflects the values indicated below are included as selection criteria for this position.

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.

Information on whether appointment to this position is subject to provision of a satisfactory Working With Children check or a 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 ie 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 checked="" type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD Vehicle, computer / tablet / phone / radios, fire equipment, trucks		
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/ .	<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. For more information refer to the department's guidelines on National Police checks .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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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: