



Job Description Form

1. Position Details

Position Title Ranger Assistant			Position Number PA2606RA
Level/Grade Grade RA1	Specified Calling N/A	Agreement Rangers Award/ RNPGA 2022 United Voice Fire Services Provisions Agreement 2014	Effective Date 19 March 2026
Division Regional and Fire Management Services		Branch Midwest Region	
Section Gascoyne District		Location Mount Augustus National Park / Burringurrah National Park	

2. Reporting Relationships

Position Title Operations Manager	Level/Grade Level 6	Recruitment and Establishment Section <i>Screamers</i> Registered JDF 19 March 2026		
↑				
Responsible to				
Position Title Senior Ranger	Level/Grade Grade 4	Other offices reporting directly to this office <table border="1" style="width: 100%;"> <tr> <td>Position title 5 x Ranger Assistants 2 x Rangers</td> <td>Level/Grade RA1 Grade 1 or 2</td> </tr> </table>	Position title 5 x Ranger Assistants 2 x Rangers	Level/Grade RA1 Grade 1 or 2
Position title 5 x Ranger Assistants 2 x Rangers	Level/Grade RA1 Grade 1 or 2			
↑				
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 across the Gascoyne District with a focus on management of the Mount Augustus National Park and Burringurrah National Park including the maintenance and servicing of facilities, visitor management, management of cultural values and the delivery of conservation programs as directed by the Senior Ranger.
- Participates in prescribed burning programs.

This position is a mentored development employment opportunity for Aboriginal Wajarri Yamatji community members or approved Wajarri Yamatji applicants.

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:

MENTORED EMPLOYMENT DEVELOPMENT PROGRAM (60%)

In the context of this position being a mentored employment development opportunity

1. Participates in the servicing and maintenance of workcentres and offices.
2. Assists in the fabrication, maintenance and installation of reserve-associated infrastructure, including sign manufacture, painting, carpentry and stonework.
3. Assists in the maintenance of mechanical equipment, including small motors, pumps, generators, fire units, compressors, 4WD vehicles and trailers.
4. Assists in the preparation and delivery of interpretative and educational material.
5. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience, which includes acquiring firefighting competencies.
6. Participates in activities associated with the protection of flora and fauna. Works include:
 - Treating weeds with application of chemicals.
 - Undertakes the control of feral animals.
 - Participates in the planting and rehabilitation of disturbed sites.
 - Monitoring native fauna populations.
 - Participating in flora surveys.
 - Undertakes sampling of permanent water ways.
 - Assisting in the installation and maintenance of boundary fencing.
7. Participates in the cultural and heritage program to protect and enhance Burringurrah culture and heritage relevant to the conservation estate. Works include:
 - heritage site mapping ; and
 - gaining knowledge and understanding of cultural sites from Elders.
8. Assists in the exploration assessment of the newly created Burringurrah National Park to gather baseline data that will inform best practice management of Country.

ETHICS, COMPLIANCE AND WORK, HEALTH AND SAFETY (15%)

9. Ensures records are maintained and reports are prepared in accordance with departmental standards, e.g. time sheets, vehicle logbooks, works diary and training portfolio.
10. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.
11. Responsible for personal safety and cooperates with team leader in carrying out of employee responsibilities as defined in the *Work Health and Safety 2020*.
12. Participates in safety initiatives including team meetings, Job Safety Analysis preparation, performing prestart checks, workplace inspection, hazard identification and control and accident investigations.

PUBLIC INTERACTION (10%)

13. Participates in the implementation of community education and interpretative activities.
14. Reports suspicious activity and offences in the Mount Augustus National Park and Burringurrah National Park.
15. Communicates effectively with Mt Augustus volunteer hosts to ensure visitor safety and support to the MT Augustus volunteer host program

GENERAL (15%)

16. Works towards participating in development programs to achieve Certificate II in Conservation and Ecosystem Management.
17. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife response, as appropriate and as directed by the Senior Ranger or District Manager.
18. Carries out other duties as directed by the District 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, including where possible the desirable criterion. These should be addressed in no more than three pages in total.

- Under Section 50d of the *Equal Opportunity Act 1984*, Aboriginality is a genuine requirement for this position. The Indigenous Land Use Agreement established between DBCA and the Wajarri Yamatji Aboriginal Corporation requires the appointee for the position to be a Wajarri Yamatji Aboriginal community member, or an applicant approved by the Wajarri Yamatji Aboriginal community.
- Willingness to participate in a mentored work development program, experience or interest in working on country and ability to participate in manual activities related to conservation and land management, including maintenance and construction of reserve-related infrastructure, conservation of cultural values, flora and fauna protection and prescribed burning.
- Evidence of ability to liaise and interact in a positive manner. Have good communication and interpersonal skills and be able to work effectively in a team.
- Experience in operating equipment such as chainsaws, brush cutters and common maintenance tools. **(Desirable)**

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

- Aspire to literacy and numeracy skills including the ability to read and understand maps, and apply relevant procedures in the work environment, including occupational health and safety procedures and principles.
- Physically fit for “on ground” fire work, 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.
- Willingness and ability to work away from home if required. Be available for occasional weekend and irregular hours of work. Willingness to wear prescribed safety equipment and to work safely with chemicals.
- Understanding of equity and diversity principles and practices.
- Current ‘C’ Class Driver’s Licence.
- Behaviour that reflects **Integrity, Collaboration, Accountability, Respect and Excellence**

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.

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fixed Term Contract	
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.	1.0 FTE	
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 checked="" type="checkbox"/> North West Leave
	<input checked="" type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only) Applies once initial training / orientation is complete
	<input checked="" type="checkbox"/> Ranger Leave (Rangers only) Applies once initial training / orientation is complete	<input type="checkbox"/> Other - Please specify below:
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Hand and power tools, generator, chainsaw, 4WD and Medium Rigid trucks, skid steer loaders	
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 type="checkbox"/> Yes <input checked="" 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	
PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234314	

7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: