



Job Description Form

Position Details

Position Title: Operations Officer - Conservation Adele Island	Position Number: DBCA3176980	Level: Level 3
Division: Regional and Fire Management Services	Branch: Kimberley Region	Section: West Kimberley District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Broome	Effective Date: 18 March 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 Senior Operations Officer - Adele Island	Level/Grade Level 5	←	Position title	Level
↑				
Responsible to	This position			
↑				

Officers under *direct* responsibility

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

About the Role

Under the direction of the Senior Operations Officer - Adele Island:

- Assists with the management and implementation of an eradication program of the Pacific Rat from Adele Island with the intention of enhancing the resilience of nesting seabird communities against the incursion of H5 bird flu.
- Monitors and reports on operations.
- Liaises with community, key stakeholders and community groups in a positive and informed manner.
- Assists in the preparation and delivery of allocated works programs to agreed standards and timeframes.
- Undertakes an active role in prescribed burning and bushfire suppression operations

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

Position Title Operations Officer – Conservation Adele Island		
Position No. DBCA3176980	Level Level 3	Effective Date 18 March 2026

Responsibilities

Under the direction of the Senior Operations Officer – Adele Island:

SERVICES DELIVERY (10%)

1. Assists in determining the standards and techniques for implementing allocated work under rat eradication works programs. Ensures all activities are compatible with the department's objectives & responsibilities
2. Assists with the co-ordination of annual works program with respect to Interim Management Plan priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Act 2016*, *Bush Fires Act 1954*, associated regulations, circulars, policies and guidelines.

PROJECT OPERATIONS (60%)

4. Assists with managing and implementing an eradication program of the Pacific Rat from Adele Island with the intention of enhancing the resilience of nesting seabird communities against the incursion of H5 bird flu, duties include:
 - Organising the logistics for field trips ;
 - Preparing and packing equipment;
 - GIS mapping;
 - Weed management;
 - Seabird surveying;
 - Setting up cameras to oversee trapping; and
 - Collecting data to assess bait uptake trials.
5. Communicates effectively, both verbally and written, with other district staff, regional and specialist staff to ensure best practice activities. Prepares reports, enters and stores data and maintains records.
6. Assists with liaising and maintaining networks with departmental staff where interdependencies exist within the organisation and other members of the eradication project team including external agencies, research institutions, and other stakeholders, as appropriate.
7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

HUMAN RESOURCES AND FINANCIAL MANAGEMENT (15%)

8. Actively contributes as a team member. Leads staff supervised. Assists with the training and development of staff supervised, as appropriate.
9. Prepares and reviews job prescriptions and job safety analyses for works programs undertaken by others supervised. Ensures safe and efficient work methods are used at all times.
10. Assists with the development of the annual works program; including the preparation of financial estimates for delivery of the allocated sections of the district nature conservation works program.
11. Monitors expenditure and cost effectiveness of works within allocated areas and arranges payment of accounts.

GENERAL (15%)

12. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
13. Participates in departmental training and safety programs as directed.
14. 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 Regional Manager.
15. Undertakes other duties as directed.

Position Title Operations Officer – Conservation Adele Island		
Position No. DBCA3176980	Level Level 3	Effective Date 18 March 2026

Selection Criteria

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

1. Some experience in the operational implementation of works programs associated with natural land management or a closely related area, with a preference for someone with knowledge of conservation management in northern Australian, in particular management of threatening processes.
2. Evidence of good interpersonal and oral communication skills with experience in liaising effectively with external organisations; government agencies, community, and special interest groups.
3. Some knowledge and experience in leading and managing teams, working effectively as part of a team and independently; and showing a high level of self- motivation.
4. Experience in budget preparation, control and expenditure of allocated work projects.

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

5. Good written report writing skills and the ability to use computer software for data analysis, and database management, with a preference for someone with good GIS skills.
6. Demonstrated physically fit and able to pass the department’s field 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, including outside normal hours.
7. Understanding of work, health and safety, and equity and diversity principles and practices.
8. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**
9. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, and associated regulations. **(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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FTE: 1 FTE
National Police Check <input type="checkbox"/> Yes <input checked="" 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 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 Recruitment and Establishment Section

 Registered JDF
 19 March 2026