



Job Description Form

Position Details

Position Title: Senior Operations Officer or Operations Officer	Position Number: DBCA3059136	Level: Level 5 or Level 4
Division: Regional and Fire Management Services	Branch: Midwest Region	Section: Murchison District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Geraldton	Effective Date: 17 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 Operations Manager	Level/Grade Level 6	←	Position title Nanda Parks Coordinator Senior Ranger Lower Murchison Senior Ranger Upper Murchison Operations Officer (WHS) if a Level 4	Level Level 5 Grade 3 Grade 3 Level 4
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Senior Works Coordinator	AWU Level 5	6
Operations Officer (WHS) if a Level 5	Level 4	Nil

About the Role

Under the limited (Level 5) or general (Level 4) direction of the Operations Manager:

- Provides oversight and management of the conservation employee team in the Murchison District.
- Organises and undertakes the implementation of operations, works programs, activities and projects, and monitors and reports on operational outcomes.
- Manages maintenance (Level 4); and design and procurement (Level 5); of light and heavy fleet.
- Coordinates and implements facility maintenance requirements and projects (Level 4), including supporting remote homestead projects where required (Level 5).
- Provides oversight and support to the safety officer function (Level 5).
- Manages and coordinates training needs for the Murchison District.
- Provides broad land management oversight for specific district tenure where required (Level 5).
- 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.

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Responsibilities

Under the limited (Level 5) or general (Level 4) direction of the Operations Manager:

SERVICES DELIVERY (25%)

1. Coordinates annual operational works programming in liaison with district program leaders and senior rangers, with respect to conservation, parks and visitor services, fire management, and joint management plans, priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines for the Murchison District conservation employee team.
2. Determines the standards and techniques for implementing the works programs. Ensures all activities are compatible with the department's objectives and responsibilities.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Bush Fires Act 1954*, associated regulations and other relevant legislation, circulars, policies and guidelines.

DISTRICT OPERATIONS (45%)

4. Coordinates works programs for Conservation Employees, Rangers, contractors, and volunteers, and supervises and reports on quality of work.
5. Coordinates and implements facility maintenance requirements and projects (Level 4), including supporting remote homestead projects where required (Level 5).
6. Manages maintenance (Level 4); and design and procurement (Level 5); of light and heavy fleet.
7. Provides broad land management oversight for specific district tenure where required (Level 5).
8. Communicates effectively, both verbally and written, with other district staff, regional and specialist staff to ensure best practice activities in the departmental programs.
9. Liaises and maintains networks with departmental staff and external stakeholders, neighbours, traditional owners and other organisations where interdependencies exist.
10. 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 (20%)

11. Actively contributes as a team member. Leads and develops those supervised and reports on works performed, ensuring training and mentoring outcomes are prioritised and delivered.
12. Provides oversight and support to the safety officer function (Level 5).
13. Connects AWU employees with other relevant district staff to facilitate operational delivery (Level 4); and at Level 5 also facilitates workplace culture, mentoring and right people, right country outcomes.
14. Manages and coordinates training needs for the Murchison District.
15. Ensures safe and efficient work methods are used at all times. Responsible for personal and team safety in carrying out employee responsibilities as defined in the *Work, Health and Safety Act 2020*.
16. Promotes and ensures there is a high standard of open, honest and clear communication, fosters a team spirit and culture of empowerment and productivity; and ensures that there is effective performance management for all staff supervised.
17. Prepares contract documents for contractors as required.
18. Participates in the preparation of financial estimates, monitors expenditure and cost effectiveness of works within allocated areas and arranges payment of accounts.

GENERAL (10%)

19. Maintains office procedures, records, equipment and vehicles under control to acceptable standards.
20. Participates in departmental training and safety programs as directed.
21. 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.
22. Undertakes other duties as directed by the Operations Manager.

Selection Criteria

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

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1. Considerable experience (Level 5) or experience (Level 4) in the organisation and operational implementation of works programs associated with natural land management or a closely related area, including knowledge of project management in natural settings.
2. Evidence of high – level (Level 5) or well -developed (Level 4) interpersonal and oral communication skills with experience in liaising effectively with external organisations, community, and special interest groups; and engaging internally with staff at varying levels of seniority; with a preference for someone with experience engaging with the aboriginal community.
3. Demonstrated experience (Level 5) or experience (Level 4) knowledge and skills in leading and managing teams, identifying training needs and promoting an environment of continuous learning; plus evidence of (Level 5) or an ability to (Level 4) work effectively as part of a team and independently; and showing a high level of self -motivation.
4. Demonstrated experience (Level 5) or experience (Level 4) in infrastructure development and maintenance, and 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. Highly-developed (Level 5) or well – developed (Level 4) report writing skills and the ability to use computer software such as Microsoft Excel and GIS platforms for database management, field data capture and map production.
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 working 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. Sound working knowledge (Level 5) or working knowledge (Level 4) of the *Conservation and Land Management Act 1984, Biodiversity Conservation Act 2016, Bush Fires Act 1954, Work, Health and Safety Act 2020*, and associated regulations, and other legislation, Awards, polices and instructions relevant to the department. **(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 [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 Drivers Licence with a preference for an ‘MR’ 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 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

Certification

Verified by: Recruitment and Establishment Section

 Registered JDF
17 March 2026