



Job Description Form

Position Details

Position Title: Regional Wildlife Officer	Position Number: DBCA3166160	Level: Level 4 or 5
Division: Regional and Fire Management Services	Branch: Wheatbelt Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Narrogin	Effective Date: 3 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 Regional Manager	Level/Grade Level 8	⇐	Position title Regional Operations Manager Program Leader Conservation Aboriginal Engagement Coordinator Finance and Administration Manager	Level/ Grade Level 6 Level 6 Level 5 Level 4
↑				
Responsible to				
This position				
↑				

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Operations Officer (Compliance) (proposed)	Level 3 or 4	Nil

About the Role

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

- Delivers parks and conservation compliance services in the region, leads investigations, conducts nature protection issue and licence assessments, advises on nature protection issues generally, reports sightings of new introduced alien species in the wild and assists with capture/eradication where possible.
- Maintains a close technical working relationship within compliance programs at the regional level to provide for an integrated delivery of wildlife protection and compliance services across the region.

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

Responsibilities

Under the general direction (Level 4) or minimal direction of the Regional Manager:

COMPLIANCE SERVICES. (50%)

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1. Leads and conducts investigations to detect, deter and apprehend unauthorised activities and unlawful wildlife activities related to biodiversity and nature protection on all land and waters.
2. Contributes to the development of plans and methodologies to identify and eliminate unauthorised and unlawful activity related to biodiversity, nature protection and forest management principles.
3. Plans individual projects to investigate, collect evidence and take appropriate action in accordance with approved targets, strategies and relevant regulatory compliance policies.
4. Investigates (Level 5) or contributes (Level 4) the development of techniques and technology to improve the efficiency and effectiveness of compliance programs.
5. Leads (Level 5) or implements (Level 4) and /or coordinates law enforcement activities within the region as part of approved investigations where additional staff or regions are involved.
6. Monitors and undertakes audits of activities regulated under the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and their associated regulations.
7. Regulates open and close seasons, liaises with wildlife industry representative, the general public, hobbyists and monitors field and licensed activities.
8. Monitors wildlife imports and exports in accordance with program plans and objectives.
9. Prepares reports and legal documents as required to ensure successful legal outcomes as a result of investigations.
10. Liaises with State Solicitors Office, attends court and presents evidence to support prosecution action.
11. Establishes and maintains an information network, gathers intelligence and assesses reports received from other officers and recommends appropriate action in relation to unauthorised activities under departmental legislation.
12. Contributes to the development of departmental offence and intelligence databases, including bio security awareness and monitoring

COMMUNICATION AND COMMUNITY LIAISON. (20%)

13. Liaises internally and establishes and maintains a close working relationship with other district, regional, and departmental personnel to ensure an integrated and co-operative delivery of nature protection and forest management compliance services.
14. Liaises with State and Commonwealth enforcement agencies, government and non-government organisations and members of the public on nature protection and forest management compliance and related matters.
15. Responds to public enquiries regarding emergency wildlife issues and with assistance of other district, regional and other relevant departmental personnel, engages in a speedy and integrated response.
16. Advises the public, government and non - government agencies and special interest groups regarding wildlife protection legislation and policy, and the rescue and rehabilitation of derelict fauna.
17. Contributes to public enquiries regarding the department's enforcement policies and prepares responses for senior staff where required.

ASSESSMENT AND EMERGENCY RESPONSES (20%)

18. Conducts field enquiries into wildlife licence applications, assesses complaints of nuisance, damage causing and dangerous fauna, conducts enquiries into sick and injured fauna, provides advice, nature protection licences as required and reports.
19. Attends fauna emergencies and assists in determining and implementing appropriate rescue/recovery, gathers data for central data basing and in large scale events acts in accordance with the incident management systems.
20. Reports sightings of new introduced alien species in the wild and assists the Department of Primary Industries and Regional Development with capture/eradication where possible.
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 Regional Manager.

EDUCATION AND AWARENESS (5%)

22. Provides information to the public and various organisations, including the indigenous community and contributes to media and journal articles on wildlife and compliance issues, nature conservation and protection.
23. Contributes to the development of education programs for forest users including a behaviour change program incorporating messages for unauthorised activities.
24. Prepares and delivers conservation and protection presentations and other public awareness programs to community groups and other stakeholders as appropriate.

GENERAL (5%)

25. Develops and delivers (Level 5) or assists in the delivery of (Level 4) investigation skills training, including the preparation of training material for regional personnel related to compliance and enforcement functions, and managing interactions with members of the public.
26. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
27. Performs other duties as required.

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Selection Criteria

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

1. Considerable experience (Level 5) *or experience* (Level 4) in conducting criminal investigations and knowledge of the general principals and procedures associated with the preparation of full briefs of evidence for criminal prosecutions.
2. Sound Knowledge (Level 5) *or knowledge* (Level 4) of legislation, associated policies and guidelines relating to biodiversity and nature protection issues; and the management of CALM Act lands, experience in appropriately interpreting their application for wildlife nature protection and departmental land management issues, with a preference for those with an understanding of biodiversity protection, compliance management and regulation issues in Australia.
3. Working knowledge (Level 5) *or knowledge* (Level 4) of the industries regulated under biodiversity and nature protection; ability to identify flora, fauna, and exotic animals, and experience in managing human interactions with wildlife.
4. Proven leadership (Level 5) *or leadership* (Level 4), co-ordination, project management and organisational skills, including the ability to meet deadlines, work under pressure and achieve results.

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

5. Sound (Level 5) *or good* (Level 4) interpersonal, written and oral communication skills; including the ability to prepare investigative reports, use computers (including database update and interrogation and GIS applications), make public presentations, testify in court proceedings, present training sessions, and provide written and oral advice to senior management and regional staff.
6. Ability to work and collaborate effectively in a team environment with a broad range of other staff and clients, and communicate and liaise with internal and external stakeholders, organisations, the community, media and special interest groups including indigenous Australians.
7. Ability and willingness to travel and be available for weekend and irregular hours of work.
8. Understanding of occupational health and safety, and equity and diversity principles and practices.
9. Possession of a tertiary qualification in relevant field such as environmental management, natural resource management, conservation biology and/or possession of qualifications in the field of regulatory compliance such as Certificate IV in (Government) investigations. (**Desirable**)
10. Knowledge of fire protection issues and emergency procedures, and an ability to fill an allocated Incident Control Supervisor role., 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 (**Desirable**).

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Personal Leadership](#).

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 Use of Firearms 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 'C Class' Drivers Licence endorsed to include manual drive 4WD Vehicles	
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/	

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Allowance and Special Conditions <input 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
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Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
3 March 2026