



Job Description Form

1. Position Details

Position Title Ranger – West Kimberley			Position Number DBCA3176960
Level/Grade Grade 1 or 2	Specified Calling N/A	Agreement Rangers Award / RNPGE 2022, United Voice Fire Services Provisions Agreement 2014	Effective Date 18 March 2026
Division Regional and Fire Management Services		Branch Kimberley Region	
Section West Kimberley District		Location Broome	

2. Reporting Relationships

Position Title Operations Manager - Terrestrial	Level/Grade Level 6	Recruitment and Establishment Section Registered JDF 18 March 2026 		
↑				
Responsible to				
Position Title Senior Ranger – Bunuba Parks	Level/Grade Grade 3	Other offices reporting directly to this office <table border="1" style="width: 100%;"> <tr> <td>Position title Ranger - West Kimberley</td> <td>Level/ Grade Grade 1 or 2</td> </tr> </table>	Position title Ranger - West Kimberley	Level/ Grade Grade 1 or 2
Position title Ranger - West Kimberley	Level/ Grade Grade 1 or 2			
↑				
Responsible to				
This position				
↑				
Officers under <i>direct</i> 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: <ul style="list-style-type: none"> • Undertakes all aspects of operations in the West Kimberley Terrestrial Parks, including provision of high-quality visitor interpretation, collecting and checking entry and camping fees and handling public monies. • Carries out programmed operational activities and field logistical support within the West Kimberley Terrestrial Parks including maintenance and servicing of facilities and infrastructure, visitor control, providing information to visitors and the delivery of conservation programs as directed.
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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:

OPERATIONS (70%)

1. Undertakes and supervises operations in the parks and visitor services program and conservation programs in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements within the West Kimberley district.
2. Collects entry and camping fees ensuring all collected monies are accounted for in accordance with the *Financial Management Act 2006*.
3. Implements conservation programs, including weed and feral animal control, rehabilitation of degraded areas.
4. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
5. Undertakes fabrication and maintenance of park infrastructure, (facilities, signage, tracks/trails) including litter control and waste management as required.

STAFF (10%)

6. Engages and supervises the work of maintenance workers, trainee rangers, volunteers and contractors, where applicable, to the prescribed work standard.
7. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behavior, as well as in dealings with those listed in 6 above.

PUBLIC INTERACTION (10%)

8. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
9. Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups, indigenous organisations and other stakeholders.
10. Participates in the implementation of community education and interpretative activities.
11. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016* and associated regulations, as required.
12. Responsible for the management and mitigation of visitor risk.

GENERAL (10%)

13. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
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 Operations Manager or District Manager.
15. Other duties as required.

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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 3 criteria. These should be addressed in no more than 3 pages in total.

1. Evidence of good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2) liaison with the public, commercial tourism operators, community groups, Indigenous groups and other stakeholders.
2. Demonstrated ability to work effectively in a team, show initiative and to work unsupervised.
3. Ability to (Grade 1) or demonstrated experience in (Grade 2) construction and maintenance, carrying out routine maintenance duties, including the use of hand tools, power tools, chainsaws and small engines.

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

4. Physically fit, must be able to pass the departmental fire fitness test, be able and willing to work in remote areas, 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.
5. Demonstrated competence in written and oral communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of park related public involvement, interpretative and educational activities, and ability to be proficient (Grade 1) or demonstrated proficiency (Grade 2) in word processing, and the use of spreadsheets and database software.
6. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated with visitor management and natural resource management, including awareness of the principles and practices of Visitor Risk Management.
7. Willing and able to acquire Certificate II (Grade 1) or Certificate III (Grade 2) in Conservation and Ecosystem Management or have an equivalent qualification or experience.
8. Understanding of work, health and safety, equity and diversity principles and practices.
9. Current C Class Driver's Licence.
10. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, in particular in relation to compliance management. **(Desirable)**
11. Possession of "MR" Class Driver's Licence. **(Desirable)**
12. Demonstrated competence in the coordination and supervision of volunteers. **(Desirable)**

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.

13. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**

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 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 checked="" type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input checked="" type="checkbox"/> No Fixed Hours (Rangers only)	
	<input checked="" type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD, chainsaw, hand tools, firefighting equipment, GPS, trucks, HIAB crane, skid steer machines, pontoon boat and chemical use.		
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 checked="" type="checkbox"/> Yes <input 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: