



Job Description Form

Position Details

Position Title: Senior Operations Officer	Position Number: DBCA3177300	Level: Level 5
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: 27 March 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Reporting Relationships

Position Title Operations Manager – West Kimberley Terrestrial Parks and Reserves	Level/Grade Level 6	←	Position title Senior Operations Officer – JM Bunuba and Gooniyandi Yawuru Parks Coordinator Senior Ranger Wunaamin Conservation Park Senior Ranger Bunuba Parks Operations Officer	Level/ Grade Level 5 Level 5 Grade 3 Grade 3 Level 3 or 4
Responsible to This position				

Officers under *direct* responsibility

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

About the Role

Under the limited direction of the Operations Manager – West Kimberley Terrestrial Parks and Reserves:

Responsible for:

- managing and implementing the day-to-day operations across Danggu Geikie Gorge National Park, Danggu Geikie Gorge Conservation Park, Jungiwa Brooking Gorge Conservation Park, and the western sector of the Balili Devonian Reef Conservation Park;
- managing capital works projects within the joint estate, including Danggu Geikie Gorge, Fitzroy Crossing Work Centre, and fencing and waterpoint projects; and
- managing day-to-day operations of the Fitzroy Crossing Work Centre, including work, health and safety.

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 direction of the Operations Manager – West Kimberley Terrestrial Parks and Reserves:

SERVICES MANAGEMENT (15%)

1. Determines standards and techniques, and ensures all activities are compatible with the department's core biodiversity conservation and sustainability objectives, parks, management, and environmental management responsibilities.
2. Ensures that all works are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and regulations, licensing and enforcement programs, departmental standards, circulars, policies, guidelines and other relevant legislation.
3. Provides information and advice to the Operations Manager on operational related and field management matters.

FIELD OPERATIONS (40%)

4. Facilitates operations in the parks and visitor services program and conservation services strategic operations plans in accordance with management plans, interim management guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

- Maintaining visitor services infrastructure, including litter control and waste and facility management;
- Coordinating the site maintenance and servicing programs for the parks, including fabrication and installation of signs, carpentry, painting and welding;
- Contributing to short / medium term park planning and nature conservation activities;
- Facilitating cooperative management and partnership arrangements with Bunuba Dawangarri Aboriginal Corporation.
- Working with conservation staff to manage weeds and pest animals, rehabilitation programs, flora and fauna monitoring and other natural resource management activities in the parks
- Providing operational logistical support for the Danggu Geikie Gorge capital works projects
- Overseeing the Fitzroy Crossing Work Centre, including (but not limited to) coordinating with contractors/stakeholders, day-to-day operations, managing site visitors; and
- Leading the fencing and waterpoints projects.

PROJECT MANAGEMENT AND LIAISON (35%)

5. Works collaboratively with land managers, local and state government and other stakeholders and relevant agencies as appropriate, to implement programs and act as the central point of contact for projects including, but not limited to:
 - Danggu Geikie Gorge Stage 2 river debris removal
 - Danggu Geikie Gorge redevelopment
 - Fitzroy Crossing Work Centre redevelopment
 - Fencing and waterpoint projects
6. Assists in preparing budgets for the parks' works programs. monitors expenditure and reports on performance and outcomes.
7. Ensure work, health and safety compliance of sites and acts as a central point of contact for work health and safety.
8. Liaises with joint management stakeholders, community and special interest groups to ensure support for the department's goals in conservation, biodiversity and cultural value protection.
9. Facilitates development of interpretative material including recreational and commercial related community education resources, brochures and publications, using a variety of media including maps and brochures.
10. Represents the region on working groups and committees associated with allocated projects.

GENERAL (10%)

11. Responsible for carrying out all general administration required of the role in an efficient and effective manner.
12. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
13. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the District Manager.
14. Other duties as directed by the Operations Manager or District Manager.

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Selection Criteria

Applicants should address the following 4 criteria. These should be addressed in no more than 3 pages in total.

1. Considerable experience in and understanding of the issues involved in managing natural and cultural areas nature conservation, recreation and cultural tourism values, with a preference for someone with experience in working with Traditional Owners to manage environmental issues affecting conservation values.
2. Evidence of highly developed interpersonal and oral communication skills with external organisations, including local authorities, private companies, other government agencies, stakeholders, Aboriginal groups, community interest groups and the media with evidence of having responded to and resolved complex and detailed issues.
3. Demonstrated experience, knowledge and skills in leadership and the management of contractors and volunteers.
4. Demonstrated experience in, and knowledge of administrative and financial management, including budget preparation, expenditure control and presenting reports and applying this to programs associated with infrastructure maintenance and capital works programs.

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

5. Highly - developed written communication skills, including using computer software (including Word, Excel, GIS systems etc.) for report writing and data analysis.
6. Willingness and ability to work weekends and public holidays as required and to undertake extended periods of travel in remote locations
7. Physically fit, able to pass the annual departmental fire fitness test, assume high level allocated roles in the Incident Management Team, and 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.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Tertiary qualification in a natural science relevant to nature conservation, natural resource or wildlife management or equivalent. **(Desirable)**
10. A sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* associated regulations, departmental policies and relevant industrial awards. **(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 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 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)	