



Job Description Form

Position Details

Position Title: Project Officer – Badimia Bandi Barna Aboriginal Corporation	Position Number: DBCA3169940	Level: 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 or other location by negotiation	Effective Date: 17 April 2025

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

<table border="1" style="width: 100%;"> <tr> <td>Position Title Joint Management Coordinator</td> <td>Level/Grade Level 5</td> </tr> </table> <p style="text-align: center;">↑</p> <p>Responsible to</p> <div style="border: 2px solid orange; padding: 2px; display: inline-block;">This position</div> <p style="text-align: center;">↑</p>	Position Title Joint Management Coordinator	Level/Grade Level 5	<table border="1" style="width: 100%;"> <tr> <td>Position title Operations Officer Joint Management</td> <td>Level Level 4</td> </tr> </table>	Position title Operations Officer Joint Management	Level Level 4
Position Title Joint Management Coordinator	Level/Grade Level 5				
Position title Operations Officer Joint Management	Level Level 4				

Officers under *direct* responsibility

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

About the Role

Under the general direction of the Joint Management Coordinator:

- Supports directly the Badimia Bandi Barna Aboriginal Corporation (BBBAC) to engage in joint management of the Badimia conservation estate with the department.
- Ensures meaningful stakeholder engagement for Badimia joint management by promoting a shared understanding on country and in the Badimia community, working within cultural intellectual property protocols and principals to develop strong communication tools and materials.
- Leads the planning and delivery of operations on country having regard for a respectful appreciation of cultural values and expectations as guided by the BBBAC.
- Enhances the development of the Badimia Ranger workforce through continued engagement with cultural programming and adaption of training, systems and resources.
- Contributes to Badimia joint management administration, governance and project management.

This position offers training and learning opportunities for Aboriginal people with preference given to Badimia Aboriginal community members or applicants approved by the Badimia Aboriginal community.

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

Position Title Project Officer – Badimia Joint Management Corporation		
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Responsibilities

Under the general direction of the Joint Management Coordinator:

PROJECT OFFICER FOR BADIMIA JOINT MANAGEMENT ENGAGEMENT (90%)

Supporting directly the BBBAC to engage in joint management of the Badimia conservation estate with the department:

1. Promotes and leads positive engagement between Badimia and the department in the delivery of joint management activities and healthy country aspirations for the Badimia conservation estate conserving and protecting Badimia cultural heritage values, sites and knowledge.
2. Facilitates effective culturally appropriate integration of district operations where they overlap with Badimia interests including engagement with Badimia Elders and Ranger/ trainees to understand how to prepare, plan and implement works programs on the Badimia conservation estate.
3. Develops and implements a clear communication plan to support respectful and sustainable engagement in alignment with Badimia cultural protocols, BBBAC and departmental conduct expectations.
4. Supports creation of maps, systems and tools to support ongoing identification of Badimia cultural heritage sites and places on the Badimia conservation estate in consultation with Badimia and works to determine appropriate record keeping for this information with Badimia direction.
5. Supports the Joint Management Coordinator with administration of the Badimia Joint Management Body (JMB), including shared delivery of executive officer support to the Badimia JMB meetings and other meetings with representative bodies as required.
6. Facilitates on country trips, workshops and joint activities to support Badimia joint management operational and community focussed outcomes.
7. Supports development and approval of Badimia Joint Management communication materials, such as media releases, community updates and other online content.
8. Supports management and monitoring of Badimia joint management budget allocation(s), where appropriate.
9. Provides strategic personal and cultural support to Badimia staff as appropriate.

GENERAL (10%)

10. Maintains office procedures, records and equipment under control.
11. Provides administrative records for vehicles, timesheets, and accounts relating to projects under control as required.
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 responses which may be related to bushfires, search and rescue or wildlife as appropriate and as directed by the District Manager.
14. Performs other duties as directed.

Selection Criteria

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

1. Evidence of well-developed oral communication and interpersonal skills and experience liaising with Traditional Owners; with a preference for someone with experience liaising in the context of joint management and / or Aboriginal involvement and development in the workforce.
2. Demonstrated ability and experience of working as part of a team, and independently and show a high level of self-motivation and be able to work unsupervised in remote locations.
3. Demonstrated understanding of cultural heritage management; with a preference for someone with experience in or willingness to learn about biodiversity and recreation management in a conservation estate context.
4. Evidence of well-developed written skills, including the ability to use computer software to prepare concise and accurate reports, draft documents and correspondence.

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- Under Section 50d of the *Equal Opportunity Act 1984*, Aboriginality is a genuine requirement for this position with preference given to Badimia Aboriginal community members or applicants approved by the Badimia Aboriginal community

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

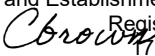
- Understanding of project management principles, budget and expenditure monitoring, and the logistics of project implementation within agreed timeframes.
- Willingness and preparedness to undertake extended periods of travel, camping and work in remote areas.
- Ability to pass the departmental fire fitness test, 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
- Understanding of work, health and safety, and equity and diversity principles and practices.
- Tertiary qualification in a discipline relevant to natural land management, or an equivalent qualification. **(Desirable)**
- Working knowledge of the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016*, the *Aboriginal Heritage Act 1972*, the *Bush Fires Act 1954*, *Corporations (Aboriginal and Torres Strait Islander) Act 2006* 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 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 and 4WD experience.
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 April 2025