



Job Description Form

Position Details

Position Title: District Sustainable Forest Management Coordinator	Position Number: DBCA1227233	Level: Level 4 or 5
Division: Regional and Fire Management Services	Branch: Warren Region	Section: Donnelly District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Manjimup or Pemberton	Effective Date: 26 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 District Manager	Level/Grade Level 7	←	Position title District Fire Coordinator District Coordinator Conservation Operations Manager Administration and Finance Officer	Level Level 5 or 6 Level 5 Level 6 Level 3
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Operations Officer	Level 4	Nil
Operations Officer	Level 3	Nil
Senior Ranger – Compliance	Grade 3	Nil
Conservation Employee SFM	AWU Level 2	Nil

About the Role

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

Leads and coordinates the delivery of the Sustainable Forest Management (SFM) service and activities in the Donnelly district and adjoining areas in the Frankland district, including:

- planning and implementing SFM works programs in accordance with service objectives;
- monitoring operations on State Forest and timber reserves; and
- liaising with the community, key stakeholders and specialist groups.

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

Responsibilities

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

SERVICE MANAGEMENT (45%)

1. Leads and coordinates the delivery of the SFM service and activities across the Donnelly and adjoining areas of Frankland district.
2. In consultation with the Regional Leader SFM prepares the SFM operations plans to reflect departmental service objectives.
3. Prepares, monitors and manages expenditure of the SFM service budget in consultation with the District Manager and Regional Leader SFM.
4. Provides leadership and staff supervision, sets work priorities and standards, implements training and organises employment contracts. Undertakes performance development conversations and performance management of staff supervised.
5. Monitors externally funded SFM related works, in particular Forest Products Commission agreed works programs on behalf of the district. Undertakes Field liaison with FPC and contractors implementing ecological thinning, including arranging associated access management and departmental post thinning assessment, monitoring and treatment.
6. Ensures all works are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, associated regulations and other relevant Acts, regulations, policy statements, circulars, manuals, management plans and guidelines.

OPERATIONS (45%)

7. Coordinates the implementation of the current Forest Management Plan for Donnelly district and adjoining areas of Frankland district in conjunction with the District Coordinator Conservation's feral weed program and assists the Regional Leader SFM across the region.
8. Monitors and reports on ecological thinning operations and other disturbance activities, including access to basic raw materials and removal of weeds and pests for State Forest, and other reserves as required. according to departmental policies and procedures.
9. Assists in preparing disturbance assessments (DAS) in relation to the department and other agency or proponent development operations and proposals, to ensure SFM values are protected and enhanced.
10. Plays a senior role in ensuring compliance with relevant legislation and conducts investigations and prepares reports, as required.
11. Promotes effective local public relations and communicates the department's CEM division goals, through local public participation and community awareness programs and liaison with key stakeholders including the public, other government agencies, local authorities, private companies, media, and resource industries
12. Oversees, coordinates and liaises with district and regional conservation program staff in the prioritisation and delivery of feral and weed programs.
13. Assumes a senior role in district, regional and departmental Incident Control teams participating in a roster up to 12 week a year and participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

GENERAL (10%)

14. Coordinates and prepares reports, correspondence, briefing notes and ministerial reports, as required by the District Manager.
15. 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.
16. Carries out other duties as directed by the District Manager.

Selection Criteria

1. Experience (Level 4) or demonstrated (Level 5) experience in the delivery of a sustainable forest management service including planning and implementing works programs, monitoring and reporting on forest disturbance activities, identifying threats to values and implementing measures to rehabilitate or recover values.

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2. Experience (Level 4) or demonstrated experience (Level 5) in liaising at a local level to achieve organisational objectives with external organisations including local authorities, private companies, other government agencies, stakeholders, and community interest groups, and at level 5 handling complex and detailed information requests.
3. Evidence of well-developed (Level 4) or highly developed (Level 5) interpersonal and organisational skills with experience (Level 4) or demonstrated experience (Level 5) in leadership and management of staff, contractors and volunteers and community interest groups, including employee development and performance management.
4. Experience (Level 4) or demonstrated experience (Level 5) in the administration and financial management of operations, including budget preparation and expenditure control, within financial constraints.

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

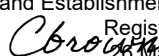
5. Well-developed oral and written communication skills, including the ability to use computer software for report writing, data analysis, data basing and operating GIS systems.
6. Physically fit, able to pass the departmental fire fitness test plus ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience with a preference for experience in assuming a designated role in district level Incident Management Teams.
7. Understanding of work, health and safety, and equity and diversity management principles.
8. Current 'C' Class Driver's Licence
9. Tertiary qualification in a discipline relevant to forest management or equivalent qualification. **(Desirable)**
10. Working knowledge (Level 4) or sound working knowledge (Level 5) of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, associated regulations, policies, management guidelines, and Industrial awards and other legislation pertaining to conservation and land management.

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
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 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
 26 March 2026