



Job Description Form

Position Details

Position Title: Project Officer (South West Native Title)	Position Number: DBCA3175780	Level: Level 4
Division: Parks and Visitor Services	Branch: Statutory Planning and Lands	Section: Planning
Employment Agreement: PSA 1992, PSCA 2024	Location: Kensington or other location by negotiation	Effective Date: 25 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	Level/Grade	Position title	Level / Grade
SWNT Coordinator	Level 7	Senior Planning Officer (SWNTS)	6
		Senior Planning Officer (SWNTS)	6
		Senior Planning Officer (SWNTS)	6
Responsible to			
This position			

Officers under direct responsibility

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

About the Role

Under direction from Coordinator SWNTS Planning, this role is responsible assisting with preparation and review of joint management plans in partnership with Traditional Owners, prepared under the *Conservation and Land Management Act 1984* to enable formal joint management in the South West Native Title Settlement (SWNTS) area. This role includes:

- Assisting with spatial informing planning and consultation applicable to of the preparation of joint management plans for conservation estate in the SWNTS area;
- Assisting with the maintenance of information datasets, systems and techniques to support the department's joint management planning, policy development and management priorities;
- Contributing to information analysis, presentation and decision support for the department in entering formal joint management in the SWNTS area.

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 limited direction this position is responsible for leading the review, preparation and implementation of joint management plans prepared under the *Conservation and Land Management Act 1984* (CALM Act) to enable formal joint management in the SWNTS area.

Project and Planning Support (30%)

1. Maintains and analyses information to support joint management planning processes within the SWNTS area.
2. Provides support in developing standards, methods, and procedures to ensure best-practice use of information and decision-support systems.
3. Assists the SWNTS Planning Team with preparing briefing papers, reports, and correspondence for Corporate Executive, the Conservation and Parks Commission (or equivalent advisory bodies), and the Minister.
4. Responds to information management requests within and external to the department as directed, using appropriate prioritisation and provision of information/ data protocols.
5. Provides project management support to the SWNTS Planning Team, as directed.

Technical (30%)

6. Assists in the development of high standard mapping to support departmental reserve planning, policy development and management priorities.
7. Assists with research relating to information management, including with geographic information systems, decision support and remote sensing technologies and analysis, and contributes to reports as required.
8. As part of project teams, assists in the design, planning and execution of spatial components of field projects.

Communication and liaison (30%)

9. Assists in the development of communication products to support the department's joint management planning process, including for publication.
10. Assists with liaison with other departmental staff and counterparts in Government to ensure that the best available information, systems and applications are available for joint management planning in the SWNTS area.
11. Contributes and assists in maintaining positive working relationships with Traditional Owner partners, other areas of the department and stakeholders to ensure content of management plans meet the requirements of principle end-users.

Other (10%)

12. Undertakes other duties as directed.
13. Participates in fire management activities that contribute to bushfire suppression and prescribed burning

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Selection Criteria

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

1. Sound knowledge in working with Aboriginal people and organisations that helps to achieve positive outcomes for traditional owners.
2. Relevant experience in working within a multidisciplinary team in the gathering of information for planning and management.
3. Relevant experience in the identification, capture, processing, and analysis of complex information and data, including the application of geographic information systems.
4. Well-developed written and verbal communication skills, including sound experience in research, analysis, problem solving, the production of reports and other products.

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


5. Willingness and ability to undertake travel to regional locations to undertake planning processes, including overnight stays and occasional camping in remote locations where required.
6. Understanding of occupational, safety and health, equity and diversity principles and practices.
7. Basic knowledge in the application of legislation, strategies and policies relating to joint management and marine and terrestrial management planning (DESIRABLE).
8. Tertiary qualification in a discipline relevant to natural resource management; Indigenous studies, project management or equivalent qualification (DESIRABLE).
9. 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 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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Other (Please specify)	

Certification

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