



Job Description Form

Position Details

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| Position Title: Coordinator, South West Native Title Settlement Management Planning | Position Number: DBCA3175740 | Level: Level 7 |
| 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: 7 April 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 Manager, Statutory Planning and Lands Branch | Level/Grade Level 8 | ⇐ | Position title | Level / Grade |
| ↑ | | | Coordinator Terrestrial Planning | 7 |
| ↑ | | | Coordinator Marine Planning | 7 |
| ↑ | | | Coordinator Land Services and Acquisitions | 7 |
| ↑ | | | Administration Officer | 3 |
| ↑ | | | Communications Officer | 6 |
| ↑ | | | Special Projects Officer | 6 |

Officers under direct responsibility

| Position Title | Level/Grade | Approx. no. FTEs supervised |
|---------------------------------|-------------|-----------------------------|
| Senior Planning Officer (SWNTS) | 6 | 1 |
| Senior Planning Officer (SWNTS) | 6 | 1 |
| Senior Planning Officer (SWNTS) | 6 | 1 |
| Project Officer (SWNTS) | 4 | 1 |

About the Role

Reporting to the Manager, Statutory Planning and Lands Branch (SPLB), the role is to provide management and leadership to implement timely and effective management plans in line with Departmental priorities and commitments, with a focus on the SWNTS area. This role will play a critical role in supporting and mentoring staff to implement and deliver the Department’s Framework for Statutory Management Plans, planning commitments under the SWNTS and supporting relationships with the Department’s joint management partners.

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.

Coordination of Management Planning (50%)

1. Provides leadership, guidance, and supervision to management planning staff to oversee the preparation, review, and implementation of CALM Act joint management plans.
2. Develops and reviews policies, guidelines, governance, and administrative frameworks that support the delivery of the management planning process, including application of relevant legislation and Indigenous Land Use Agreements (ILUAs).
3. Provides project management in areas such as resource allocation and finance, and oversees management planning priorities, targets, and works programs, to achieve key objectives within designated timeframes and budgets
4. Leads the development and implementation of systems and processes that enable effective planning, monitoring, evaluation, and reporting on management planning responsibilities and outputs.
5. Maintains high-level knowledge of legislation, government and departmental priorities, policies, and strategies relevant to joint management and the management planning process (including CALM Act and ILUAs).
6. Coordinates public consultation, information and education programs associated with the development or review of management plans for existing and proposed conservation estate.
7. Provides leadership in planning meetings, workshops, and on-country trips, fostering collaboration and effective participation by Traditional Owners and stakeholders.
8. Develops and maintains positive working relationships with Traditional Owner partners, other areas of the department, external agencies, and stakeholders to ensure content of management plans meets the requirements of principal end users and aligns with broader departmental and government initiatives.

Policy, Liaison and Communication (45%)

9. Provides leadership and advice to support SPLB, assisting the Manager of SPLB to identify and address strategic issues related to the Branch's service commitments.
10. Leads or contributes to the development and implementation of SPLB policies, guidelines, systems and processes to meet State Government, departmental, and divisional priorities and strategies.
11. Prepares reports, briefing papers, Ministerial correspondence and other written material relating to the CALM Act statutory management planning processes and outputs, and other AELPB commitments as required.
12. Provides high level advice and expertise to the Minister, Conservation and Parks Commission, Executive, and stakeholders, providing senior level of representation on various working groups and committees.
13. Leads the development and implementation of communication and engagement plans associated with management planning processes, ensuring effective coordination across multidisciplinary projects and alignment with broader government and department initiatives.
14. Strengthens and leverages relationships across the department, Traditional Owners, external agencies, and key stakeholders to support joint management outcomes and the delivery of statutory planning commitments.

Other (5%)

15. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training, and level of experience.
16. Undertakes other duties as directed.

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Selection Criteria

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

1. Proven ability to lead and manage a professional team to implement change and achieve objectives within designated timeframes.
2. High-level interpersonal and negotiation skills, with demonstrated ability to influence others and develop and maintain successful strategic partnerships with internal and external stakeholders.
3. Demonstrated project management skills and experience, including the ability to coordinate multidisciplinary projects, prepare and monitor works programs, budgets and timeframes.
4. Well-developed conceptual, analytical and evaluation skills, with the ability to analyse, resolve and respond to complex and detailed issues, and effectively communicate these at a range of levels.
5. Considerable experience in working with Aboriginal people and organisations, demonstrating well-developed cross-cultural understanding that helps to achieve positive outcomes for traditional owners.

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

6. Highly developed written and oral communication skills, and demonstrated ability to write concise, effective high-level reports, briefings, and submissions.
7. Understanding of occupational, safety and health, equity and diversity principles and practices.
8. Knowledge and experience in the application of legislation, strategies and policies relating to joint management and marine and terrestrial management planning (DESIRABLE).
9. Tertiary qualification in a discipline relevant to natural resource management; Indigenous studies, project management or equivalent qualification (DESIRABLE).
10. 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 [Leading Others](#)

Other position-related information (only relevant ones will be populated)

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|--|-------------------|
| 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 | |
| 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
Screamers 7 April 2026