



Job Description Form

Position Details

Position Title: District Coordinator Conservation	Position Number: DBCA3028425	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 February 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 District Manager	Level/Grade Level 7	←	Position title	Level
Responsible to This position			District Fire Coordinator	Level 5
			Operations Manager Terrestrial Parks	Level 6
			Operations Manager Marine Parks	Level 6
			District Wildlife Officer	Level 5
			District Coordinator Parks and Visitor Services	Level 5
			Regional Operations Support Officer	Level 5
			District Finance & Administration Coordinator	Level 4
			Administration Assistant Flood Recovery	Level 2

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
2 x Operations Officer	Level 4	Nil
Operations Officer	Level 3	Nil

About the Role

Under the limited direction of the District Manager:

- Plans and implements the conservation service in the West Kimberley District, through leadership of the conservation team and in liaison with the District Manager, Regional Leader Conservation and the district corporate team.
- Directs, coordinates, prepares and delivers wildlife conservation plans, threat abatement programs, area management plans and monitoring programs.
- Provides advice on conservation and wildlife management matters.
- Contributes through close collaboration with the District Fire Coordinator, to district fire planning for prescribed burns and provides advice on burning strategies for biodiversity conservation in land management.

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 District Manager:

SERVICE DELIVERY (20%)

1. Coordinates and leads the implementation of the district conservation works program, determining the standards and techniques, and ensuring all activities are compatible with the Department's core biodiversity conservation objectives, and environmental management responsibilities.
2. Assists the District Manager and Regional Leader Conservation to prepare conservation service operations plans that reflect departmental and service objectives.
3. Ensures that all conservation works are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* associated regulations, licensing and enforcement programs, departmental standards, circulars, policies, guidelines and other relevant legislation.
4. Ensures effective communication with district, regional and specialist staff to achieve best practice in district conservation works.
5. Provides information and advice to the District Manager and regional staff for the preparation of correspondence, briefing notes and reports.

DISTRICT OPERATIONS (50%)

6. Prepares and implements an annual schedule of works in accordance with nature conservation needs, service division requirements, resource requirements, and seasonal and environmental factors.
7. Plans and monitors the implementation of wildlife management and recovery plans to ensure effective environmental and land management strategies are implemented and monitored.
8. Coordinates responses to land use planning proposals and environmental impact assessments, and monitors compliance with standards concerning the operations of other organisations, to ensure conservation values are protected or enhanced.
9. Coordinates the management of threatened ecological communities, flora and fauna and reserves in the district and ensures all conservation works are integrated with area management plans and other works programs.
10. Liaises with the public, other agencies, local government, interest groups and landowners to ensure there is effective communication and delivery of conservation outcomes.
11. Identifies opportunities for volunteer projects and cooperative joint ventures.
12. Inputs to coordination of research in conservation and biodiversity management.
13. Coordinates district involvement in natural resource management programs.
14. Represents the district or department on departmental and interdepartmental planning teams in relation to natural resource management initiatives.
15. Contributes through close collaboration with the District Fire Coordinator, to district fire planning for prescribed burns and provides advice on burning strategies for biodiversity conservation in land management. Ensures fire protection issues related to conservation are addressed
16. Undertakes allocated senior roles in the district fire management program. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

HUMAN RESOURCE AND FINANCIAL MANAGEMENT (15%)

17. Fosters a team spirit and culture of empowerment, providing leadership and coaching for staff in the district conservation team. Participates in the development, coordination and delivery of training for conservation staff.
18. Undertakes performance development conversations and performance management of staff supervised..
19. Ensures a safe, efficient and effective working environment at all times, for all conservation staff.
20. Prepares the annual conservation budget and estimate schedules and advises on District requirements for service provider agreements.
21. Monitors cost effectiveness of conservation works, compiles cost data and ensures correct input of budget and expenditure data into financial systems.

OTHER (5%)

22. 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.
23. Completes other tasks as directed by the District Manager.

Selection Criteria

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

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1. Demonstrated knowledge of and experience in supervising the on-ground delivery of nature conservation, and natural resource management, including a sound knowledge of the threats to nature conservation and wildlife values and the measures required to rehabilitate and recover those values.
2. Evidence of a high level of supervisory and human resource management skills and experience of high level leadership, including the ability to conduct performance development and management reviews.
3. Evidence of high level oral communication and interpersonal skills and experience in effectively liaising and negotiating with other government agencies, industry, stakeholders, indigenous groups and community interest groups, and an ability to manage researchers, volunteers, contractors and apply for external grant applications. Demonstrated willingness and ability to work with Aboriginal people.
4. Demonstrated experience in, and knowledge of, administrative and financial management including budget preparation, expenditure control and financial reporting.

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

5. Demonstrated high level written communication skills including the ability to respond to complex and detailed enquiries, using computer software (including Word, Excel etc.) for report writing and data analysis.
6. Ability and willingness to work in remote areas for extended periods of time.
7. Physically fit, able to pass the departmental fire fitness test 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 discipline relevant to natural land management or an equivalent qualification. **(Desirable)**
10. Experience and knowledge in biological surveys of natural lands and marine conservation issues. **(Desirable)**
11. Experience in the assessment and administration of proposals through the Statutory planning and environmental assessment processes. **(Desirable)**
12. Sound working knowledge of the *Conservation and Land Management Act 1984*, *Wildlife Conservation Act 1950*, *Biodiversity Act 2016*, *Bush Fires Act 1954*, associated regulations, other legislation, awards, policies and instructions relevant to the department. **(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)

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 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 checked="" type="checkbox"/> Other (Please specify) Fire Availability

Certification

Verified by: Recruitment and Establishment Section

 Registered JDF
27 February 2026