



Job Description Form

Position Details

Position Title: Operations Officer	Position Number: DBCA3148338	Level: Level 4
Division: Regional and Fire Management Services	Branch: Wheatbelt Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Narrogin	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 Regional Operations Manager	↔	Position title District Fire Coordinator 2 x Operations Officer Merredin Operations Officer Narrogin Assistant Operations Officer	Level Level 5 Level 3 Level 3 Level 1/2
↑			
Responsible to			
This position			
↑			

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Assistant Operations Officer	Level 1/2	Nil
Crew Leader	AWU Level 4	5
6 – 9 Visitor Centre Assistants/ Guides	VCA AWU Level 2	Nil

About the Role

Under the general direction of the Regional Operations Manager:

- Organises and undertakes the implementation of operations, works programs, activities and capital projects across the Wheatbelt.
- Manages the day-to-day operations of parks and visitor services including parks road maintenance, visitor risk management and management of the Barna Mia Nocturnal Wildlife Experience, , eco-education programs and encourages visitation of the Dryandra Woodland.
- Monitors and prepares reports on operations and assists with budget preparation and expenditure.
- Liaises with community, key stakeholders and community groups in a positive and informed manner.
- Undertakes an active role in prescribed burning and bushfire suppression operations.

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 general direction of the Regional Operations Manager:

SERVICES DELIVERY (10%)

1. Coordinates annual works program with respect to conservation and parks and visitor services plans, priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
2. Determines the standards and techniques for implementing the works programs. Ensures all activities are compatible with the department's objectives & responsibilities
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Bush Fires Act 1954*, associated regulations and other relevant legislation, circulars, policies and guidelines.

REGIONAL OPERATIONS (35%)

4. Oversees the planning and implementation of management actions and programs prescribed in the annual works program and management plans, to protect biodiversity and enhance visitor experience on departmental managed lands, including:
 - delivering the region's visitor risk management program;
 - delivering and maintaining recreational sites on the department's reserves; and
 - undertaking specific parks and visitor services projects, managing contracts and parks road maintenance.
5. Communicates effectively, both verbally and written, with other staff, regional and specialist staff to ensure best practice activities. Prepares reports, enters and stores data and maintains records.
6. Liaises and maintains networks with departmental staff and external stakeholders, neighbours and organisations where interdependencies exist. Represents the department at meetings with local authorities, other government departments and stakeholders, as appropriate.
7. Participates in works with Aboriginal Communities including management activities under joint and cooperative management.
8. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

BARNA MIA MANAGEMENT AND PROMOTION (35%)

9. Manages the day-to-day operations and marketing of Dryandra Woodland (including the Barna Mia Nocturnal Wildlife Experience) as a premium nature-based tourism attraction, including:
 - operation and management of the infrastructure and retail outlet, including all technical aspects of the retail touch systems, the Barna Mia maintenance program,
 - marketing and encouraging visitor visitation and appreciation of the Dryandra Woodland;
 - supervising and managing the roster of the Barna Mia Guides; and coordinating and implementing guiding activities ensuring they meet departmental goals and priorities.
10. Develops and implements eco-educational activities which promote visitor experiences in the Southern Wheatbelt.

HUMAN RESOURCES AND FINANCIAL MANAGEMENT (20%)

11. Leads and develops those supervised and reports on works performed, ensuring training outcomes are prioritised and delivered.
12. Promotes and ensures there is a high standard of open, honest and clear communication, fosters a team spirit and culture of empowerment and productivity and that there is effective performance management for all staff supervised.
13. Prepares and reviews job prescriptions and job safety analyses for works programs undertaken by those supervised.
14. Ensures safe and efficient work methods are used at all times.
15. Assists with the development of the annual works program, including the preparation of financial estimates.
16. Prepares budgets and monitors expenditure and cost effectiveness of works within allocated areas and arranges payment of accounts.

GENERAL (10%)

17. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
18. Participates in departmental training and safety programs as directed.
19. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue or wildlife as appropriate and as directed by the Regional Manager.
20. Undertakes other duties as directed by the Regional Operations Manager.

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Selection Criteria

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

1. Experience in the organisation of and operational implementation of works programs associated with natural land management or a closely related area, plus knowledge of project management in natural settings.
2. Evidence of well - developed interpersonal and oral communication skills with particular experience in liaising effectively with external organisations, government agencies, community, and special interest groups.
3. Experience, knowledge and skills in leading and managing teams, working effectively as part of a team and independently; and showing a high level of self - motivation.
4. Experience in infrastructure development and maintenance, and budget preparation, control and expenditure of allocated work projects.

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

5. Well - developed report writing skills and the ability to use computer software for mapping and data analysis, using excel.
6. Demonstrated physically fit and able to pass the department's field 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; including outside normal hours.
7. Willingness and preparedness to travel, camp and work in remote areas and be available for weekend and irregular hours of work.
8. Understanding of work, health and safety, and equity and diversity principles and practices and experience in dealing with occupational health and safety issues in the workplace.
9. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**
10. Working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *the Bush Fires Act 1954*, 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 [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 Drivers Licence with a preference for a 'MR' Class Driver's Licence	
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 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	