



# Job Description Form

## Position Details

<b>Position Title:</b> Western Shield Predator Coordinator North	<b>Position Number:</b> DBCA3154340	<b>Level:</b> 5
<b>Division:</b> Conservation Ecosystem Management	<b>Branch:</b> Ecosystem Health	<b>Section:</b> Western Shield Program
<b>Employment Agreement:</b> PSA 1992 / PSCA 2024	<b>Location:</b> Kensington, Bunbury or Woodvale or alternative by negotiation.	<b>Effective Date:</b> 15 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

<b>Position Title</b> Western Shield Program Leader	<b>Level/Grade</b> SC3	↔	<b>Position title</b> WS Ecologist WS Cane Toad Coordinator WS Predator Coordinator South WS Invasive Animas Project Officer WS Senior Operations Officer	<b>Level</b> SC2 L5 L5 L5 L5
↑				
<b>Responsible to</b>				
<b>This position</b>				
↑				

### Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Northern Operations Officer – Predator Management	4	NIL
Northern Operations Team Leader Monitoring	4	1

## About the Role

Under the limited direction of the Western Shield Program Leader:

- Strategically leads the Northern Invasive Predator Operations team and facilitates the delivery of actions in the Feral Cat Strategy and WS Monitoring Plan.
- Develops policy, guidelines, and procedures to inform best practice predator management by staff and stakeholders.
- Liaises with stakeholders across northern Western Australia including local communities, research institutions, Aboriginal organisations, Non-Government Organisations (NGO), Government Departments, and the resources sector in relation to foxes and feral cats.

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

## Responsibilities

### **PROGRAM PLANNING AND IMPLEMENTATION RELATING TO NORTHERN OPERATIONS (75%)**

1. Strategically leads the team responsible for delivery of actions in the Feral Cat Strategy and WS Monitoring Plan.
2. Prepares high level reports, policy, procedures, and correspondence in relation to the Strategy and feral cats.
3. Manages and assists data collection to demonstrate effectiveness of the program.
4. Provides support for the implementation of State NRM grant recipient program.
5. Coordinates and facilitates work agreements to achieve tenure blind projects and on ground outcomes under the Feral Cat Strategy and WS Monitoring Plan.
6. Collaborates and works closely with regional and district staff, industry and NGOs to deliver on ground outcomes aligned with the Feral Cat Strategy and WS Monitoring Plan for WA.
7. Establishes and maintains relationships with community, specifically with Traditional Owners and Aboriginal rangers to guide requirements of 1080 use, and acceptance as a tool.
8. Works across the Invasive Predator Management program in key areas including baiting operations, fauna monitoring, community awareness and partner engagement relevant to feral cat management.
9. Identifies gaps in knowledge and resources relating to the Feral Cat Strategy and WS Monitoring Plan and including for example, community awareness, equipment and facilitates opportunities to meet these gaps.
10. Performs the role of an Authorising Officer for the 1080 Risk Assessment and Approvals process as per requirements of the Code of Practice for the Safe Use and Management of Registered Pesticides containing 1080, PAPP and Strychnine in Western Australia.

### **HUMAN RESOURCE AND FINANCIAL MANAGEMENT (15%)**

11. Develops in consultation with staff a works plan and appropriate scheduling.
12. Supervises relevant staff and coordinates individual mentoring, training, and staff development. Develops and supervises work standards.
13. Assists with preparation and delivery of needs-based training to staff, volunteers and contractors relating to invasive animal management, nature conservation and animal welfare standards.
14. Manages the budget for the program consistent with cost centre budgeting and government financial standards.

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**GENERAL (10%)**

15. Ensures the application of relevant safety procedures / guidelines and equal opportunity principles to performance of work carried out across allocated programs.
16. Assists with the implementation and management of ecosystem health and conservation projects for the Branch with a focus on invasive animals.
17. Assists with 1080 related incident investigations on behalf of the department and 1080 compliance audits across the Department as required.
18. Undertakes other duties as directed.

**Selection Criteria**

**Applicants should address the following 4 criteria. These should be addressed in no more than 4 pages in total.**

1. Significant experience in project planning for the management of invasive animals for biodiversity conservation outcomes.
2. Demonstrated experience in leadership including managing staff, leading teams, and conflict resolution.
3. Demonstrated high level interpersonal, relationship building, negotiation and oral communication skills with internal staff and external stakeholders including Traditional Owners and industry.
4. Demonstrated high level of initiative and autonomy in developing and implementing works programs to deliver against strategic goals and outcomes.

**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 skills in written communication and proficiency in using computer software (including Word, Excel, Arc GIS etc.) for operational report writing, editing and data analysis.
6. Understanding of relevant legislation and policies where they pertain to the operational delivery of the program, including an understanding of the *Medicines and Poisons Act 2014* and schedule 7 toxins.
7. Willingness and some experience participating in field operations involving extended periods of travel to remote locations; involving long hikes, often in extremely hot and humid conditions.
8. Current 'C' Class Driver's Licence. Experience operating a 4WD in remote locations and awareness of road conditions, safe driving, vehicle recovery, and vehicle care.
9. Understanding of occupational health and safety, and equity and diversity principles and practices. Demonstrated experience and skills in fauna management including animal handling.

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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 behaviours for this role is [Leading Others](#)

**Other position-related information**

<b>Position Status - Permanent</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>FTE: 1.0</b>
<b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department’s guidelines on <a href="#">National Police checks</a> .
<b>Current WA Driver’s Licence or equivalent (only specify yes if a driver’s licence is required for appointment to the position)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Working with Children</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>
<b>Allowance and Special Conditions</b> <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** Recruitment and Establishment Section  
Registered JDF  
*Screamers* 15 April 2026