



Job Description Form

Position Details

Position Title: Assistant Operations Officer - PVS	Position Number: DBCA3177620	Level: Level 1/2
Division: Regional and Fire Management Services	Branch: Midwest Region	Section: Gascoyne District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Denham / Monkey Mia	Effective Date: 17 April 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 Parks and Visitor Services (PVS) Coordinator	Level/Grade Level 5	←	Position title PVS Operations Officer x2 Steep Point Ranger x2 World Heritage Project Officer Business Manager Monkey Mia Project Officer PVS	Level Level 4 Contractor Level 4 Level 5 Level 2
Responsible to This position	↑			

Officers under *direct* responsibility

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

About the Role

Under the immediate direction of the District PVS Coordinator:

- Assists with the delivery of parks and visitor services program within the Monkey Mia Conservation Park and Monkey Mia Recreation Reserve.
- Liaises with district and regional personnel as appropriate, to achieve the organisation and implementation of allocated works programs.

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

Responsibilities

Under immediate direction of the District PVS Coordinator:

PROJECT MANAGEMENT AND RESERVE OPERATIONS (60%)

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1. Assists with the coordination, implementation, monitoring and review of an annual schedule of works in accordance with district and / or regional operations plans with respect to management plan priorities which include:
 - delivery of parks and visitor services works including site and recreational maintenance and construction;
 - delivery of parks and visitor services (PVS) facilities and assets;
 - assisting with implementing joint management priorities and engaging respectfully and collaboratively with Malgana Joint Management partners and other stakeholders; and
 - implementing maintenance plans for all assets, ensuring servicing schedules, lifecycle requirements and compliance obligations are met.
2. Conducts regular inspections and maintenance of facilities and grounds within the Monkey Mia Conservation Park and Recreation Reserve as directed, ensuring works respect cultural sites and Joint Management objectives.
3. Ensures all environmental, safety and works standards are implemented in the projects being undertaken.
4. Monitors visitor sites for hazards, assists in visitor risk assessments, and implements risk controls in line with departmental procedures.
5. Supervises contractors and volunteers as required.
6. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
7. Ensures all operations undertaken are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations, other relevant legislation, circulars, instructions, management plans and policies.

ADMINISTRATION (20%)

8. Develops, documents and maintains Standard Operating Procedures (SOPs) for all relevant operational activities to ensure consistency and safe work practices.
9. Controls the progress and cost of works within allocated areas of responsibility.
10. Prepares reports, project plans and correspondence, as required.
11. Collects and enters data into departmental databases, ensuring asset, maintenance, and operational records are kept accurate and up to date.

LIAISON (10%)

12. Liaises with other staff in the department, other local and government agencies and members of the public, including neighbours and indigenous and special interest groups as required, to ensure the effective delivery of departmental service objectives.
13. Provides information, advice and support to program coordinators and district / regional management team members in matters relating to the Parks and Visitor Services program and projects.

GENERAL (10%)

14. Maintains administrative procedures and records and allocated equipment and vehicles to acceptable standards.
15. Represents the department at meetings with local authorities, other government agencies, community groups, indigenous and special interest groups, as required.
16. 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.
17. Participates in development opportunities across all service programs of the region as directed.
18. Undertakes other duties as directed by the District Manager

Selection Criteria

Applicants should address the following three criteria, including where possible the desirable criterion. These should be addressed in no more than a total of three pages.

1. Some knowledge (Level 1) and experience (Level 2) in working in natural land management *or* a closely related field *or* a related technical area, with a preference for some experience in conservation and parks and visitor services with knowledge of biodiversity conservation and other land management issues.

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2. Broad understanding of the issues involved in planning and implementing and monitoring operational works programs, including asset maintenance, visitor facility upkeep, environmental considerations.
3. Some understanding of basic budgeting principles and processes, including monitoring expenditure and contributing to cost effective delivery of works programs. **(Desirable)**

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


4. Well - developed interpersonal, oral and written communication skills, with an ability and willingness to work closely with community and special interest groups.
5. Some proficiency in computer skills for word processing, spreadsheets and data processing.
6. Ability to safely and effectively use hand tools and small machinery, with a willingness to undertake practical maintenance and operational tasks in outdoor environments.
7. Demonstrated ability to work as part of a team and independently; show a high level of self-motivation, and willingness to travel, work away from home and camp when required.
8. Demonstrated physically fit and 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.
9. Understanding of work, health and safety, and equity and diversity principles and practices.
10. Tertiary qualification in a suitable natural science, land management or environmental science field. **(Desirable)**
11. Some understanding of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations. **(Desirable)**
12. Current Senior First Aid certificate. **(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 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
 17 April 2026