



Job Description Form

Position Details

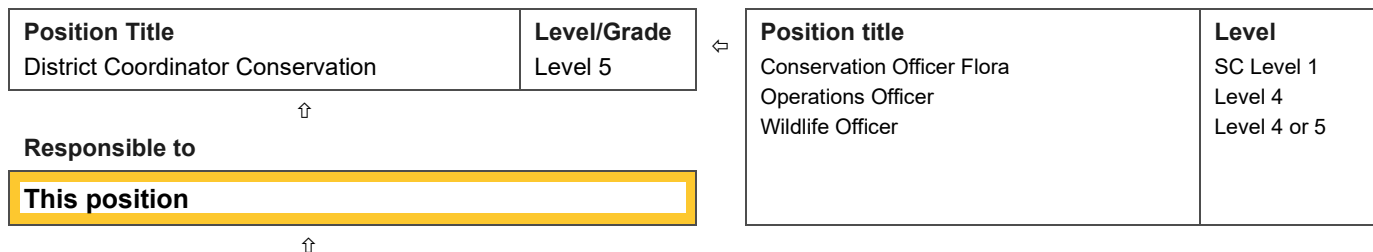
Position Title: Project Officer – Offsets and Biodiversity Agreements	Position Number: DBCA3177700	Level: Level 5
Division: Regional and Fire Management Services	Branch: Midwest Region	Section: Turquoise Coast District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Jurien Bay	Effective Date: 21 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
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Reporting Relationships



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Operations Officer (Offsets/Biodiversity Agreements) (Proposed)	Level 4	
Assistant Operations Officer (Proposed)	Level 1/2	

About the Role

Under the limited direction of the District Coordinator Conservation:

- Coordinates the finalisation and necessary approvals of third party delivery arrangements (Memoranda of Understandings (MOUs)) for works to be undertaken by the department on new acquisition properties or existing *Conservation and Land Management Act 1984* (CALM) Act land associated with biodiversity agreements.
- Facilitates the establishment of new MOUs in the district.
- Develops and implements programs to ensure on ground management activities and financial management and coordinates the preparation of reports on the delivery of offset projects to ensure departmental requirements are met.
- Directs, coordinates, prepares and delivers implementation plans, conservation plans, threat abatement programs, area management plans and monitoring programs for new acquisition properties or existing CALM Act land associated with biodiversity agreements
- Liaises with internal and external stakeholders and organisations with offset interests, including Traditional Owner partners, other government agencies and private sector proponents as required.

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 Coordinator Conservation:

PROJECT PLANNING, DEVELOPMENT AND MANAGEMENT (20%)

1. Coordinates the finalisation and necessary approvals of third-party delivery arrangements (Memoranda of Understandings (MOUs)) for works to be undertaken by the department on new acquisition properties or existing CALM Act land associated with biodiversity agreements.
2. Facilitates the establishment of new MOUs in the district.
3. Develops and implements programs to ensure on ground management activities and financial management and coordinates the preparation of reports on the delivery of offset projects to ensure departmental requirements are met.
4. Contributes to the planning work required to establish offsets on lands and waters managed by the district, including policy associated with the development of a new program and provides advice on the acquisition of lands to add to the conservation estate.
5. Assists in establishing Specific Purpose accounts and the ongoing financial management of these accounts for the life of the projects in liaison with the District Finance and Administration Coordinator.

IMPLEMENTATION (45%)

6. Coordinates on ground delivery of offset works across the district in lands and waters managed by the department in liaison with the District Conservation Coordinator.
7. Provides supervision, guidance and technical support to staff supervised and other departmental staff undertaking offset project work.
8. Provides supervision, guidance and quality assessment of external contractors delivering on offset project work.
9. Ensures departmental offset projects meet the requirements of the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016* and the *Native Title Act 1993* and all other relevant legislation, policies and guidelines.

LIAISON AND COMMUNICATION (25%)

10. Liaises with internal and external parties to navigate legislative and regulatory approvals, to ensure that MOUs are suitable.
11. Liaises with departmental staff undertaking tasks as specified under the Noongar Standard Heritage Agreements (NSHAs), native title negotiations and other Traditional Owner engagement processes to manage the interaction of these processes on recently acquired departmental estate.
12. Represents the department on committees and working groups, associated with offset development activities, as required.
13. Prepares briefing notes and associated correspondence for formal endorsement by both the proponents and the department.
14. Works collaboratively to prepare reports and meetings with partner organisations, as required.

OTHER (10%)

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. 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. Undertakes other duties as directed.

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 working in natural land management, or business management or a closely related field, with a preference for someone who understands the issues involved in establishing offset projects.
2. Evidence of highly developed interpersonal skills and experience in effective liaison and negotiation with a range of internal and external stakeholders, including an ability and willingness to work with Aboriginal people and having an awareness of aboriginal culture.
3. Demonstrated team leader skills and experience, including an ability to manage others across programs, resolve issues and improve performance management and empower staff to achieve agreed outcomes.
4. Demonstrated experience in project management, including knowledge of administrative and financial processes including budget preparation and expenditure control.

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


5. Evidence of highly developed written communication skills: including the ability to prepare timely reports and correspondence using word processing abilities to respond to a range of issues in a concise format.
6. 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.
7. Understanding of work, health and safety, equity and diversity principles and practices.
8. Tertiary qualification in a discipline relevant to natural resource management, business management or equivalent qualification. (**Desirable**)
9. Sound working knowledge of and experience in the application of legislation and policy to achieve conservation and other natural resource management goals, including the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations. (**Desirable**)
10. Experience and competence in fire management and knowledge of fire management principles pertaining to biodiversity conservation. (**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 Manual 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 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

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
 21 April 2026