

Job Description Form

Position Details

Position Title: Operations Officer - Conservation (Offsets and Biodiversity Agreements)	Position Number: DBCA3167460	Level: Level 4
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: 17 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 Project Officer (Offsets and Biodiversity Agreements)	Level/Grade Level 5	⇐	Position title Assistant Operations Officer	Level Level 1/2
Responsible to This position				

Officers under *direct* responsibility

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

About the Role

Under the general direction of the Project Officer - Offsets and Biodiversity programs:

- Leads the planning and implementation of operations associated with Third Party Memoranda of Understandings (MOUs) undertaken by the department on new acquisition properties or existing *Conservation and Land Management Act 1984* (CALM) Act land associated with biodiversity agreements.
- Develops and undertakes surveys and monitoring operations to broaden the knowledge of flora and fauna that contributes to the development and planning of district conservation works and data management systems.
- Liaises with and provides information to internal and external stakeholders, including agreement partners to achieve conservation outcomes.
- Coordinates feral animal management activities on new acquisition properties or existing CALM Act land associated with biodiversity agreements including; 1080 baiting programs, aerial shooting programs and on ground trapping programs.

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 Project Officer - Offsets and Biodiversity programs:

PROJECT MANAGEMENT AND ADMINISTRATION (40%)

1. Plans, prepares and provides the necessary logistics required for fieldwork including ordering equipment, maintaining inventories and organising vehicle use.
2. Contributes to the development and on-going maintenance of data management systems.
3. Analyses research, survey and monitoring results, and prepares reports, correspondence and information, departmental and external reports (including media releases) as required.
4. Monitors expenditure of approved programs within prescribed budgets and assists with budget preparation and reporting (including representation in stakeholder meetings).
5. Works cooperatively with Traditional Owners and joint management bodies to implement conservation operations works associated with projects managed.
6. Liaises and cooperates with stakeholders, technical experts, community members, departmental staff, other government departments, academic institutions, and the public.
7. Delivers allocated conservation annual works programs with respect to priorities, services standards, resources, seasonal factors, environmental management, policies, and departmental guidelines.
8. In the context of the role, ensures activities are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, associated regulations, management plans, circulars, administrative instructions and other relevant legislation, relative to the role.
9. Prepares reports related to offset project issues and activities, as required.

FIELD OPERATIONS (40%)

10. Plans and implements research, surveys, monitoring for biodiversity focusing on new acquisition properties or existing CALM Act land associated with biodiversity agreements.
11. Undertakes development and implementation of conservation projects, including assisting with aerial shoot and on ground trapping liaison, planning and assessment of goat activity.
12. Maintains a good knowledge of fauna and flora and an understanding of appropriate conservation management strategies.
13. Provides logistical and operational support for the Turquoise Coast District as required.
14. Contributes to the implementation of the Regional Conservation Plan.

HUMAN RESOURCES MANAGEMENT (10%)

15. Actively contributes as a team member and leads staff when required.
16. Coordinates works programs for conservation employees and contractors, supervises and reports on quality of work performed. Prepares contract documents for contractors as required.
17. Prepares and reviews job prescriptions and job safety analysis for works programs

GENERAL (10%)

18. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
19. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
20. 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.
21. Undertakes other duties as directed.

Selection Criteria

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

1. Demonstrated knowledge of and experience in conservation and management, with a preference for someone with knowledge and experience with delivering conservation projects.

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2. Demonstrated experience in collating and analysing data, managing datasets, and using computer skills for report writing, spreadsheets and creating databases, integrated with GIS applications for mapping.
3. Experience, knowledge, and skills in leading and managing teams in remote locations, working effectively as part of a team and independently; showing a high level of self-motivation, and skills in organising and implementing works programs.
4. Demonstrated experience in a broad range of fauna or flora survey and monitoring techniques. **(Desirable)**

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


5. Ability to pass the standard 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.
6. Willing and able to work cooperatively with Traditional Owners and have an appreciation of their culture.
7. Understanding of work, health and safety, and equity and diversity principles and practices.
8. Tertiary qualification in a relevant field relating to conservation/natural resource management, or an approved equivalent. **(Desirable)**
9. Working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* 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 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 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 (Fire availability)	

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
 17 February 2026