



Job Description Form

Position Details

Position Title: Program Leader – Systems and Decision Support	Position Number: DBCA3177880	Level: Level 7
Division: Conservation and Ecosystem Management	Branch: Forest Management Branch	Section:
Employment Agreement: PSA 1992 / PSCA 2024	Location: Bunbury (or by negotiation)	Effective Date: 30 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 Branch Manager	Level/Grade SC5	⇐	Position title Program Leader – Forest Assessment and Monitoring Program Leader – Forest Operations and Planning Senior Environmental Officer Finance and Administration Officer Finance Officer	Level L7 SC3 SC3 L3 L3
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Project Officer	SC2	1-3
Senior Software Developer	L6	1-3
Software Developer	L5	1

About the Role

This position provides strategic leadership in decision support systems and information management to enable evidence-based native forest management. As System Owner for key Branch information systems, it provides strategic oversight of integrated ecological, spatial and operational data to support modelling, analytics, disturbance monitoring and management planning. The role delivers authoritative advice to senior leadership and oversees staff, IT budgets, procurement and governance to ensure alignment with legislative, policy and Forest Management Plan requirements.

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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

The role operates with a high degree of autonomy under broad direction from the Branch Manager.

Strategic Leadership and Decision Support (20%)

- Provides strategic leadership in the design, development, implementation and continuous improvement of decision support systems that underpin native forest management planning and operations.
- Advise on integration of ecological, silvicultural, inventory, disturbance and spatial data to enable robust, evidence-based decision-making across the Forest Management Branch, including advice to program leaders and the Branch Manager on strategic priorities, risks and opportunities presented by new or evolving IT and data-management approaches.
- Ensures decision support tools and integrated datasets inform ecological thinning, disturbance monitoring, adaptive management and long-term forest sustainability outcomes, while providing guidance and support to staff to promote consistent application and continuous improvement of practice.

Forest Policy, Planning and Governance (15%)

- Provides high-level technical and strategic advice on forest management systems, analytics and monitoring to inform policy development, operational standards, management plans and performance reporting.
- Contributes to the development, implementation and review of the Forest Management Plan, operational guidelines and associated reporting frameworks.
- Ensures systems, data assets and analytical outputs comply with governance, information management, assurance and audit requirements.

Information Technology and Information Management (30%)

- Leads branch-level information technology and information management functions supporting forest management systems and decision support, contributing to divisional and departmental strategies, standards and priorities.
- Oversees the design, development, implementation and maintenance of databases, applications and digital tools supporting forest management analytics and reporting.
- Ensures effective management of systems, applications and data by overseeing access controls, upgrades, licensing, and system performance monitoring, while maintaining compliance with information management requirements and reviewing and advising on appropriate software options for the branch.
- Acts as System Owner (or delegate) for nominated forest management applications and datasets, ensuring appropriate custodianship, lifecycle management and assurance arrangements.
- Provides authoritative advice and decision support to the Branch Manager and liaises across the Branch, Division, Office of Information Management(OIM) and Department on IT and information management matters.

Analysis and Reporting (20%)

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- Oversees the development and application of forest modelling, inventory systems, monitoring frameworks and analytical tools to support planning, evaluation and adaptive management, including leading or conducting specialist systems, modelling, analytics and monitoring initiatives to address complex forest management challenges.
- Develops and contributes to specialist guidelines, procedures and high-quality technical reports relating to silviculture, forest inventory and measurement, modelling and information management.
- Conducts or supervises specialist analytical and modelling work, including biometric analysis, to support strategic planning and operational decision-making.
- Produces or translates complex technical information into clear, actionable advice for senior decision-makers.

Leadership, Projects and Resource Management (10%)

- Leads and manages complex projects, and team to deliver forest decision support, modelling and analytics outcomes.
- Provides workforce leadership, mentoring, training and functional guidance to staff involved in systems, modelling and analytics activities.
- Manages budgets, procurement, governance associated with information systems, modelling platforms, analytics tools and data infrastructure, ensuring effective stewardship of IT investments, system capability, technical resources and vendor relationships to support long-term needs.

Emergency and Other Duties (5%)

- Undertakes other duties commensurate with classification and capability.
- Participates in emergency management and fire management activities as required and appropriate to training and experience.

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Selection Criteria

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

1. Demonstrated ability to provide high-level technical and strategic advice on forestry and forest inventory systems, analytics and monitoring to support policy development, management planning, performance reporting, and governance compliance.
2. Demonstrated ability to provide strategic leadership in the development, integration and effective application of decision support systems that enable evidence-based native forest management and support informed decision-making and sustainable forest management outcomes.
3. Demonstrated analytical and technical skills, including experience contributing to specialist guidelines, undertaking or supervising biometric, growth, and optimisation modelling for strategic plan, and providing advice and decision support.
4. Demonstrated leadership and people management capability, including experience supervising, coordinating, training and supporting technical and professional staff, and maintaining quality and consistency across IT or analytical work areas.
5. Demonstrated experience in administration and governance, including budget preparation and monitoring for IT-related expenditure, understanding procurement processes, and liaise effectively across Branches, Divisions, and OIM on Information Technology and Information Management matters.

The following essential criteria will be assessed at some stage during the selection process.

Desirable criteria will be assessed as required:

6. A Bachelor of Science degree in a relevant discipline (Forestry, Forest Science, Natural Resource Management) or approved equivalent qualification (DESIRABLE).
7. Qualification in Computing or Information Technology or related relevant discipline (DESIRABLE).
8. Working experience in relevant technologies and tools, including Database Management Systems (e.g., Oracle/Apex, PostgreSQL/PostGIS); GIS Systems (e.g., QGIS, ArcGIS or Map Info); programming languages (e.g., SQL, PL/SQL, Visual Basic, Python); statistical tools (e.g., SAS, R or equivalent statistical packages); modelling (e.g., Woodstock, or other forestry growth and yield or carbon modelling); applicants must be competent in at least one technology from each group.
9. Demonstrated commitment to occupational safety, health and equity and diversity principles and practices.
10. Current 'C' class vehicle driver's licence, or equivalent mobility and capacity to travel as required.
11. 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 Leaders](#).

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Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
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	
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 type="checkbox"/> Other (Please specify)	

Certification

Verified by: Recruitment and Establishment Section

 Registered JDF
 30 April 2026