



Job Description Form

Position Details

Position Title: Conservation Operations Officer - Flora/Fauna	Position Number: DBCA3136138	Level: Level 5
Division: Regional and Fire Management Services	Branch: Goldfields Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Kalgoorlie	Effective Date: 9 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 Regional Leader Conservation	Level/Grade Level 6 or 7	←	Position title Conservation Ops Officer COO Joint Management Regional Wildlife Officer Operations Officer - Conservation	Level Level 4 or 5 Level 3 or 4 Level 5 Level 3
↑				
Responsible to				
This position				
↑				

Officers under direct responsibility

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

About the Role

Under the limited supervision of the Regional Leader Conservation

- Participates in providing expert technical support to the conservation program in the Goldfields Region in relation to the threatened flora and threatened fauna species recovery programs.
- Plans and implements surveys and mapping for threatened and priority (TP) flora and fauna.
- Updates and maintains district databases for TP flora and fauna.

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

Responsibilities

Under the limited supervision of the Regional Leader Conservation:

FIELD OPERATIONS (45%)

1. Participates in providing expert technical support to the conservation program in the Goldfields Region in relation to the threatened flora and threatened species recovery programs including those required under

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biodiversity inventory, Threatened Ecological Community (TEC) recovery plans and threatened and priority flora and fauna in the region.

2. Designs and undertakes surveys, monitoring operations, recovery operations and field trials to broaden the knowledge and understanding of the extent, biology and ecology of threatened flora and fauna species in the region.
3. Leads preparation and development of the regional plant and animal pest management plans and coordinates associated operations.
4. Participates in threatened flora, fauna and ecological community recovery teams and plans and implements recovery actions, as required.
5. Contributes to advice on internal and external disturbance activities associated with regional assessments of development proposals, including advice on biodiversity values, conservation threat mitigation and management of impacts in Goldfields environs, as required.
6. Provides input into the preparation and implementation of conservation service operations plans with a particular emphasis on the conservation of threatened flora and ecological communities in the Goldfields region
7. Trains and supervises volunteers, staff and Aboriginal rangers during field operations.

PROJECT MANAGEMENT AND ADMINISTRATION (30%)

8. Assists with the coordination, planning and preparation of field and camping equipment and resources for extended periods in the field.
9. Assists with developing and maintaining the region's threatened species and ecological communities' information systems.
10. Uses statistical techniques to analyse data and write technical reports on findings to inform management on proposed management actions.
11. Assists in the preparation of budgets for regional conservation programs and monitors expenditure within approved project budgets. Provides administration records for vehicles, timesheets, accounts, submits on time and as required.
12. Ensures all works are in accordance with the Conservation and Land Management Act 1984, Biodiversity Conservation Act 2016 and Bush Fires Act 1954, associated regulations, departmental policies, policies and protocols.

LIAISON (15%)

13. Develops and maintains collaborative contacts and networks within the department where interdependencies exist particularly within branches of Conservation and Ecosystems Management and specialist areas of Biodiversity and Conservation Science, seeks guidance on policy, priorities and departmental research outcomes and applies them to the regional setting.
14. Liaises and cooperates with external technical experts, community members (including Aboriginal organisations), other government departments and the public to encourage and support community interest and involvement in conservation, and in particular native flora and fauna recovery.
15. Participates in project steering committee meetings, and community forums, as required.

OTHER (10%)

16. Assists the Regional Leader Conservation in the acquisition, management and delivery of externally funded threatened flora and ecological communities.
17. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
18. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the Regional Manager.
19. Undertakes other duties as directed by the Regional Leader Conservation

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

1. Considerable knowledge of Australian biodiversity and ecological processes, threats to biodiversity, and conservation management, with an ability to apply technical knowledge to moderately complex biodiversity and conservation issues to achieve desirable conservation outcomes.

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2. Considerable experience and knowledge in the design, development and implementation of botanical and fauna surveys, biodiversity monitoring and evaluation programs for threatened species recovery.
3. Considerable experience in collating and analysing biophysical data for projects, managing datasets and using computer skills for report writing, spreadsheets and creating databases, integrated with GIS applications for landscape mapping.
4. Willing and able to undertake field trips, possessing established and demonstrated organizational skills relevant to undertaking field trips, plus ability to train and supervise groups of volunteers in field situations.

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


5. Highly developed oral and interpersonal skills and experience in effective liaison with internal groups and external organisations, including other government agencies, indigenous and special interest groups, other staff, community groups and individuals.
6. Demonstrated ability and experience in working effectively as part of a team and independently, showing a high level of self-motivation, and the organising and implementation of works programs.
7. Tertiary qualification (diploma level) in a relevant field relating to natural land management, wildlife management, horticulture or an approved equivalent.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations. **(Desirable)**
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 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 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 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
 9 April 2026