



# Job Description Form

## Position Details

<b>Position Title:</b> Marine Program Coordinator	<b>Position Number:</b> DBCA3069616	<b>Level:</b> Level 5
<b>Division:</b> Regional and Fire Management Services	<b>Branch:</b> Pilbara Region	<b>Section:</b> Exmouth District
<b>Employment Agreement:</b> PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	<b>Location:</b> Exmouth	<b>Effective Date:</b> 5 November 2025

## 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

<b>Position Title</b> District Manager	<b>Level/Grade</b> Level 6 or 7	←	<b>Position title</b> PVS Coordinator District Fire Coordinator Operations Manager Operations Manager PfOP Finance and Administration Coordinator Project Officer	<b>Level/ Grade</b> Level 5 or 6 Level 5 Level 6 Level 6 Level 4 Level 5 or 6
↑				
<b>Responsible to</b>				
This position				
↑				

### Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Conservation Officer - Whaleshark	SC Level 1	Nil
Wildlife Officer	Level 5	Nil
Marine Program Officer	Level 4	Nil
Senior Ranger	Grade 3	2

## About the Role

Under the limited direction of the District Manager:

- Leads the development and coordination of the Exmouth District's marine works program.
- Ensures the implementation, monitoring and reporting of the marine works program is consistent with the policy of the region and relevant departmental specialist branches.
- Ensures stakeholder and community involvement in marine protected area management

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 Manager:

### MANAGEMENT AND ADMINISTRATION (40%)

1. Coordinates the development of and supervises the implementation of the marine and coastal works programs by marine staff. Ensures they are consistent with:
  - Regional and departmental policy and specialist branch's advice.
  - *Management Plan for the Ningaloo Marine Park and Muiron Islands Marine Management Area 2005-2015*, other management plans for marine, coastal and island reserves, marine wildlife, World Heritage and Joint Management.
2. Prepares, implements and monitors budget and performance standards for the marine and coastal works program.
3. Reports on marine and coastal programs against agreed works plans. Prepares audit reports for the Conservation and Parks Commission, external funding providers and the department.
4. Oversees the maintenance of marine related databases.
5. Identifies opportunities and prepares applications for external funding to complete marine orientated projects.
6. Facilitates effective teamwork and productivity in the implementation of works programs by encouraging cooperation, reviewing performance, providing feedback, identifying training requirements and addressing work, health and safety issues of staff supervised.
7. Monitors cost effectiveness of marine program works, compiles cost data and ensures correct input of budget and expenditure data into financial systems.
8. Liaises with Parks Australia to support on-reserve co-management of the Ningaloo Marine Park (Commonwealth waters)

### EDUCATION AND PUBLIC PARTICIPATION (20%)

9. Coordinates the development of and participates in education programs related to marine and coastal conservation and recreation and conservation of marine wildlife.
10. Liaises with a range of stakeholders including visitors, community groups, other State government agencies, local government, commercial tourism operators, the fishing industry, researchers and local indigenous groups on matters relating to management of marine, island and coastal reserves and marine wildlife.

### PATROL AND ENFORCEMENT (15%)

11. Supervises the regulation and monitoring of commercial activities within the department's marine estate and provides advice to commercial operators.
12. Liaises with other marine agencies (including the Department of Primary Industries and Regional Development, Department of Transport, WA Water Police and Customs) in the integration of surveillance and enforcement programs and activities.
13. Assists with the implementation of the *Conservation and Land Management Act 1986*, *Biodiversity Conservation Act 2016*, *Fish Resource Management Act 1994* associated regulations, licensing and enforcement programs, departmental standards, circulars, policies and guidelines related to marine conservation.

### MANAGEMENT INTERVENTION AND VISITOR INFRASTRUCTURE (5%)

14. Oversees the maintenance of marine equipment, including diving equipment, vessels and moorings, signage, markers and field stations.
15. Takes a role in emergency availability and response arrangements in preparation for, and during marine emergencies such as oil spills, fauna entanglements and terrestrial emergencies.

### RESEARCH AND MONITORING (10%)

16. Liaises with the department's Marine Science program staff and external research organisations to develop and facilitate marine research and monitoring activities and assists with research and monitoring as required.

### OTHER (10%)

17. Provides marine environmental advice for development applications.
18. Provides advice for, assists with or completes the processing of mooring applications, research permits and film permits as required.
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. Completes other tasks as directed by the District Manager.

## Selection Criteria

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

1. Demonstrated experience in marine conservation estate management. This includes developing and coordinating work plans and strategies; education, enforcement, research and the monitoring of marine

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operations; familiarity with the principles of planning in the marine environment and having knowledge of marine, coastal and island ecology.

2. Demonstrated experience and effective skills in managing and leading a team.
3. Demonstrated experience in developing and maintaining positive relationships with external organisations, key stakeholders, industry, indigenous groups, community interest groups and the media.
4. Demonstrated experience in, and knowledge of administrative and financial management, including budget preparation, expenditure control and preparing and project management.

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

5. Demonstrated high level interpersonal, oral and written communication skills; including demonstrated proficiency in using computer software (including word, Excel, GPS, and GIS software) and in correspondence, report writing and developing and delivering presentations.
6. Tertiary qualifications in marine or natural sciences or natural resource management, natural sciences or equivalent qualification.
7. Demonstrated experience in working on and skippering small boats with a preference for a Certificate of competency – Coxswain Grade 1 (Near Coastal) Certificate or higher boat handling qualification.
8. Physically fit, hold an approved Advanced Certification in SCUBA diving qualification or equivalent, and be willing and able to obtain an approved Rescue Diver Certification in SCUBA diving qualification or equivalent, Senior First Aid Certificate, and a qualification to administer oxygen resuscitation or therapy or demonstrate an ability to obtain these qualifications; be able to pass a commercial dive medical (AS2299.1) annually. Be willing and able to undertake diving activities for the department.
9. Ability and willingness to travel in remote locations, work away from home for extended periods and camp when required.
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. Willingness and ability to undertake a designated role in the department’s Incident Control System.
11. Understanding of work, health and safety, and equity and diversity principles and practices.
12. Experience in applying legislation in marine management preferably the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Fish Resource Management Act 1994* 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)**

<b>Position Status - Permanent</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>FTE:</b> 1 FTE
<b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department’s guidelines on <a href="#">National Police checks</a> .
<b>Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4WD Vehicle ATVs, towing trailers
<b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Working with Children</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>
<b>Allowance and Special Conditions</b> <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  
5 November 2025