

Job Description Form

Position Details

Position Title: Operations Manager	Position Number: DBCA3143118	Level: Level 6
Division: Regional and Fire Management Services	Branch: Pilbara Region	Section: Exmouth District
Employment Agreement: PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	Location: Exmouth	Effective Date: 19 November 2024

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Reporting Relationships

Position Title	Level/Grade	Position title	Level/ Grade
District Manager		PVS Coordinator	Level 5 or 6
		District Fire Coordinator	Level 5
		Marine Program Coordinator	Level 5
		Operations Manager P/OP	Level 6
		Finance and Administration Coordinator	Level 4
		Project Officer	Level 5 or 6
Responsible to			
This position			

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
District Coordinator Conservation	Level 5	6
2 x Senior Ranger Coastal	Grade 3	4 – 6
Operations Officer –	Level 4	Nil
District Operations Officer OHS (proposed)	Level 4	Nil
Storeperson (Proposed)	TBD	

About the Role

Under the minimal direction of the District Manager:

Responsible for:

- Leading and implementing works programs in the National Parks of the Exmouth District, determining standards and ensuring all activities are compatible with departmental and service objectives and management responsibilities.
- Leading and managing staff and ensuring a close liaison and working relationship occurs across the district and between regional staff and specialist branches, to provide for an integrated and effective delivery of services.
- Responsible for internal and external liaison with stakeholders and the community with regard to the district's service programs.
- Develops and fosters engagement with Traditional Owners as Joint Management partners on or surrounding departmental conservation estate.

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 minimal direction of the District Manager:

SERVICES MANAGEMENT (20%)

1. Manages and coordinates the implementation of annual works programs in the National Parks of the district, determines standards and techniques, and ensures all activities are compatible with departmental and service objectives and management responsibilities.
2. Ensures that all works are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, licensing and enforcement programs, circulars, policies, guidelines and other relevant legislation.
3. Assists the District Manager in the preparation of strategic operational plans to reflect joint management, service and departmental objectives.
4. Provides information and advice to the District Manager on operational related and field management matters.
5. Coordinates the preparation of correspondence, briefing notes, ministerial responses and reports, as required.

DISTRICT OPERATIONS (25%)

6. Manages the preparation, coordination, implementation, and integration of marine and terrestrial district works programs and activities on and off departmental managed lands and waters, taking into account resource requirements, seasonal and environmental factors. Contributes to the establishment of strategic and short-term goals and resolves conflicting priorities as they arise.
7. Ensures the maintenance of the district infrastructure. Develops specifications, manages contracts and supervises contractors as required. Controls the use, maintenance and replacement of the district fleet.
8. Liaises with service representatives, and departmental specialist branches as required, to achieve service goals concurrently with the attainment of community service objectives, adapting advice to meet local conditions. Ensures outcomes meet or exceed standards as per service priorities.
9. Reports and makes recommendations in respect to joint management negotiations, estate acquisition, use and tenure.
10. Assumes a senior role in incident management teams. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

COMMUNICATIONS AND STAKEHOLDER LIAISON (25%)

11. Develops and fosters relationships with traditional owners on or surrounding departmental conservation estate and as required represents the department at joint management and Native Title negotiation meetings.
12. Liaises with Aboriginal partners regarding joint management interests and activities, promotes and encourages Aboriginal involvement in the workforce and works to increase Aboriginal participation.
13. Represents the department on local and departmental committees and at meetings and media interactions.
14. Advises the District Manager on political or contentious issues arising as a consequence of management activities.

HUMAN RESOURCE & FINANCIAL MANAGEMENT (25%)

15. Ensures there is a high standard of open, honest and clear communication; with all staff and volunteers supervised including clear delegation of authority, acceptance of responsibility and appropriate levels of accountability.
16. Fosters a team spirit and culture of empowerment and productivity, providing leadership and coaching for staff.
17. Determines training needs and ensures effective training is provided to all personnel supervised. Ensures there is effective employee development and performance management and resolves staff issues in the district.
18. Ensures staff are trained and comply with health and safety guidelines, and that safe, efficient and effective work methods are used at all times.
19. Monitors cost effectiveness of works, compiles cost data and ensures correct input of budget and expenditure into financial systems. Makes reports and recommendations on the cost effectiveness of service delivery. Contributes to the preparation and review of budget and prioritises work consistent with strategic objectives.

OTHER DUTIES (5%)

20. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, and other emergencies as appropriate and as directed by the District Manager.
21. Completes other duties as required 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. Substantial experience in natural resource management including environmental, recreational, fire, terrestrial, marine park, and reserve management, and having an understanding of the threats to biodiversity from human interaction and the abatement programs used for conservation.

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2. Considerable experience of high-level leadership, supervisory, organisational, works program planning, and human resource management skills; including a demonstrated ability to promote staff development, deal with contentious issues and improve performance, empowering staff to achieve agreed outcomes.
3. Evidence of high-level oral communication and interpersonal skills, and experience in effective liaison and negotiation with other government agencies, industry, stakeholders, and community interest groups, and the media, plus ability and willingness to work with traditional owners with a preference for someone who has demonstrated experience working with Aboriginal people and having an awareness of their culture.
4. Considerable experience in and knowledge of administrative and financial management, 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. Highly developed written communication skills, including using computer software for report writing, data analysis, data management and operating GIS systems; with evidence of having responded to and resolved complex and detailed issues.
6. Physically fit, able to pass the annual departmental fire fitness test, assume high level allocated roles in the Incident Management Team 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.
7. Understanding of work, health and safety, and equity and diversity principles and practices.
8. Current 'C' Class manual Driver's Licence with a preference for someone with a current 'MR' Class Driver's Licence.
9. Tertiary qualification in a natural science relevant to nature conservation, natural resource or wildlife management. **(Desirable)**
10. A sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, and associated regulations, and other legislation, Awards, policies and guidelines relevant to the department. **(Desirable)**
11. Sound knowledge and understanding of strategic planning principles. **(Desirable)**
12. Current Coxswain Certificate Grade 2 (Near Coastal) or ability to obtain one. **(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 with a preference for someone with a current 'MR' Class Driver's Licence. 4WD Vehicle	
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 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 type="checkbox"/> Other (Please specify)	

Certification

Verified by: Recruitment and Establishment Section
Registered JDF
19 November 2024