



Senior Operations Coordinator

Branch: MEER
Directorate: Maritime
Position Number: 00025775
Classification: Level 5
Physical Location: Fremantle (Newman Court)
Award/Agreement: Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

Overview of the directorate

The Maritime Directorate is responsible for meeting the challenges and maximising the opportunities presented by the vast WA coastline and facilitating the safe and sustainable use of navigable waters. Responsibilities include oceanographic data collection, management of our fragile coastline, strategic coastal planning, design and delivery of recreational and commercial boating infrastructure, management of maritime facilities, management of maritime environmental emergencies, management of operational initiatives and the performance of Harbour Master functions within SPA ports throughout the State. The Directorate promotes the professional development of its staff by encouraging active participation in Maritime emergency activities and inter-directorate projects in line with operational requirements and employee interests. To meet the needs of its customers and balance the competing demands placed on one of the State's greatest assets, the Maritime Directorate actively engages with other State, Commonwealth, and local government authorities, the private sector, and the community. The Directorate is dedicated to the enhancement of the WA coast and safe and sustainable use of navigable waters. A flexible management approach encourages staff to participate in projects across the specialist project areas, offering job diversity in a stimulating and collaborative work environment that prides itself on being supportive and friendly.

Overall purpose of the role

Contributes to building, maintaining, managing and leading Maritime Environmental Emergency Response's (MEER) operations capability, to ensuring adequate prevention, preparation, response and recovery arrangements are in place for a Maritime Environmental Emergency hazard.

We recognise and nurture leadership in all contexts.

We consider all our people to be leaders, whether leading a team, a technical function or leading themselves. As such, we expect our people to adopt the expected behaviours and associated mindsets outlined in [Building Leadership Impact](#) and described fully in [Leadership Expectations](#).

The leadership context of this role is Personal Leadership. We provide opportunities to develop and mature your behaviours so you can have a greater leadership impact.

1.

Work description

- Performs role of Division Commander or other senior field response or Operations Function related roles during a Maritime Environmental Emergency hazard as required.
- Develops and maintains the Department's MEER Forward Operations Base and Response Division Command and Coordination capability.
- Provides high quality field response coordination in an incident and ensures safe and efficient provision of operational resources and tactics and ensures the effective flow of information between field teams and the incident control centre.
- Assists in the preparation, review and validation of operational documents to ensure accurate records of and consistent approaches to operational activities during both incident response and training.
- Assists in ensuring the operational readiness and suitability of all MEER response equipment.
- Ensures effective systems are in place to facilitate timely and comprehensive field activity coordination and control, and to accurately oversee and monitor all resources and activities within the designated field response area or division.
- Prepares and delivers response training to members of the State Response Team and Maritime Incident Management Team, as well as other external responders by agreement.
- Participates in the development, conduct and assessment of internal and external incident response exercises and staff development initiatives to enhance overall MEER preparedness within Western Australia.
- Develops and maintains strong stakeholder relationships and networks internally and externally to ensure achievement of deliverables and build operational capability.
- Participates as an active member of the Marine Incident Management Team, National Response Team and MEER 24/7 on-call Duty and Response Officer roster.
- Provide incident operations support and incident advice in support of other Maritime and broader departmental related hazards and emergencies as required.

- Support the provision of response capabilities to other Hazard Management Agencies or government departments as required.
- Undertake other duties as required.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

1. Strong leadership skills with demonstrated experience in building teams, ensuring high performance, and sustaining team focus during high pressure situations.
2. Demonstrated experience in the management of operational resources during an incident response to implement assigned response strategies safely and effectively.
3. Clear and confident communication skills with the proven ability in gaining cooperation from a wide range of internal and external stakeholders.
4. Strong problem-solving skills and organisational skills with demonstrated ability to prioritise, identify problems, develop solutions and apply sound judgment when decision making in a dynamic environment.
5. Demonstrated excellence in working within a team to deliver high quality outcomes in respect to incident response.

DESIRABLE:

1. A relevant qualification or accreditation and/or demonstrated substantial relevant experience in Operations Management or Emergency Response Coordination.
2. Cert IV in Training and Assessment and/or other similar relevant qualification
3. Possession of, or substantial progress towards obtaining, a Marine Certificate of Competency (minimum Coxswain 1 or equivalent in accordance with the Marine Safety (Domestic Commercial Vessels) National Law Act 2012 or comparable maritime qualifications obtained in the Australian Defence Force.
4. Knowledge and/or experience in Maritime Environmental Emergency Response and/or the Marine Industry.

Reporting relationships

Manager Maritime Environmental Emergency Response, Level 7



Operations Officer, Level 6



This Position



Nil

Allowances/Special conditions

1. On-Call allowance as applicable (MEER 24/7 On-Call Duty and Response Officer)
2. Occasional inter and intra state travel
3. A current Australian Driver's License (C Class minimum) which must remain valid for the duration of employment.
4. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.
5. Holds or has the ability to obtain a Maritime Security Identification Card (MSIC)
6. This position is part of an emergency management team, all team members may be required to work or travel outside of normal business hours and at short notice to assist with emergencies.
7. Due to the field response nature of this role a medical assessment may be required.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Chief People Officer
People and Culture