



# Job Description Form

## Position Details

<b>Position Title:</b> Policy and Project Officer, Joint Management	<b>Position Number:</b> DBCA3153162	<b>Level:</b> Level 4 or 5
<b>Division:</b> Parks and Visitor Services	<b>Branch:</b> Aboriginal Engagement, Planning and Lands	<b>Section:</b> Aboriginal Engagement and Heritage Unit
<b>Employment Agreement:</b> PSA 1992 / PSCA 2024	<b>Location:</b> Kensington (or other location by negotiation)	<b>Effective Date:</b> 1 May 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

<b>Position Title</b> Coordinator Aboriginal Engagement and Heritage Unit	⇐	<b>Position title</b> Policy and Project Officer, Joint Management	<b>Level</b> 5
↑			
<b>Responsible to</b> Coordinator Joint Management Central Support			
↑			
<b>This position</b>			

### Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised

## About the Role

Under the general or limited direction of the Coordinator Joint Management Central Support, this position will contribute to, or lead projects that provide central support and build corporate capacity for the successful implementation of joint and cooperative management arrangements, and strategies relating to Aboriginal engagement and heritage. The role will involve:

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- liaising with department staff, Traditional Owner partners, other government agencies and organisations to support the successful implementation of joint and cooperative management arrangements.
- assisting in the development, implementation and review of policy documents and communication materials that enhance the department's capacity to meet responsibilities associated with joint management, Aboriginal heritage and engagement.

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

**Responsibilities** (indicate proportion of time on each function or duty as a % where applicable (note, responsibilities can be in dot point or numbered):

**Project Management and Policy Support (55%)**

1. Participates in the development, implementation and review of policies, guidelines and procedures relating to joint and cooperative management in accordance with relevant State and Commonwealth legislation.
2. Researches, collates and analyses information and data, and communicates findings in appropriate formats.
3. Manages projects related to joint and cooperative management, including administrative and governance frameworks.
4. Assists in the development of information and communication materials to enhance the department's capacity to meet responsibilities associated with joint and cooperative management.
5. Provides support to the Aboriginal Engagement and Heritage Unit, by contributing to, or leading, projects relating to Aboriginal engagement and heritage.
6. Contributes to the incorporation of Aboriginal perspectives to departmental policies and guidelines as they are developed and reviewed.
7. Establishes priorities and targets for own work and takes responsibility for task completion across a number of concurrent projects.

**Liaison, Advice and Engagement (40%)**

8. Liaises with department staff, Traditional Owner partners, other government agencies and organisations to support the successful implementation of joint and cooperative management arrangements.
9. Coordinates and participates in relevant team meetings, working groups and committees, providing executive support where required.
10. Coordinates and participates in training and events that promote and support Aboriginal culture, heritage and engagement, and related legislative responsibilities.
11. Tailors and prepares reports, briefing papers, Ministerial correspondence and other written material relevant to the role.

**Other (5%)**

12. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
13. Undertakes other duties as directed.

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## Selection Criteria

**Applicants should address the following four essential criteria in a written application. These should be addressed in no more than three pages in total.**

1. Some (Level 4) or considerable (Level 5) experience in working with government and Aboriginal organisations, demonstrating well-developed cross-cultural understanding that helps to achieve positive outcomes for traditional owners through cooperative and collaborative approaches.
2. Proven (Level 4) or considerable (Level 5) ability to effectively research, analyse, organise and present information of a high quality, in a range of forums and formats.
3. Developed (Level 4) or highly developed (Level 5) project management skills and the capacity to work under minimal supervision, as well as work under pressure to achieve results.
4. Developed (Level 4) or well-developed (Level 5) interpersonal skills with a proven ability to be part of multidisciplinary teams.

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

5. Developed (Level 4) or considerable (Level 5) written and oral communication skills and the ability to use computer software for report writing and data analysis.
6. Understanding of and commitment to occupational, safety and health and equity and diversity principles and practices.
7. Knowledge of Aboriginal joint management, heritage, and engagement and heritage processes and legislation, including the *Conservation and Land Management Act 1984* (WA). **(Desirable)**
8. Current 'C' Class Driver's Licence.
9. Qualifications in a relevant discipline or demonstrated equivalent professional competence. **(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 behaviours for this role is [Personal Leadership](#).

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**Other position-related information**

<b>Position Status - Permanent</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>FTE:</b> 1
<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</b> (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<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 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  
 20 May 2026