



# Job Description Form

## Position Details

<b>Position Title:</b> Joint Management Coordinator	<b>Position Number:</b> DBCA3132197	<b>Level:</b> Level 5 or 6
<b>Division:</b> Regional and Fire Management Services	<b>Branch:</b> Midwest Region	<b>Section:</b> Murchison District
<b>Employment Agreement:</b> PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	<b>Location:</b> Geraldton	<b>Effective Date:</b> 20 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> District Manager	<b>Level/Grade</b> Level 7	↔	<b>Position title</b> District Operations Manager District Fire Coordinator District Parks and Visitor Services Coordinator District Conservation Coordinator Senior Operations Officer Abrolhos Islands District Finance and Administration Coordinator	<b>Level</b> Level 6 Level 5 Level 5 Level 5 Level 5 Level 4
↑				
<b>Responsible to</b>				
This position				
↑				

### Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
3 x Operations Officer JM	Level 4	
Project Officer - Badimia Bandi Barna Aboriginal Corporation	Level 4	
Project Officer – Nanda Aboriginal Corporation	Level 4	

## About the Role

Under the limited (L5) or minimal (L6) direction of the District Manager:

- Leads and coordinates the establishment of effective liaison and communication with Traditional Owner groups, other agencies, community groups and special interest groups to promote and implement the objectives of joint management within the Murchison District.
- Leads the integration of district operations into a strategic joint management implementation framework.
- Maintains detailed awareness and oversight of all ILUAs, district programs, budget and staffing in order to effectively represent the district manager and other programs in joint management meetings, management planning workshops and negotiations (L6).
- Supports the development and implementation of Indigenous Land Use Agreements and joint management agreements; and leads the coordination of district input into joint management plans.
- Leads and provides support to managers and Traditional Owners on issues relating to the management of conservation lands, Aboriginal heritage sites and the protection of Aboriginal heritage.

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 (Level 5) or minimal (Level 6) direction of the District Manager:

### **JOINT MANAGEMENT COORDINATION, COMMUNICATION AND LIAISON (75%)**

Working in collaboration with the Aboriginal Engagement, Planning and Lands Branch:

1. Leads and coordinates the establishment of effective liaison and communication with Traditional Owner groups, other agencies, community groups, special interest groups and the media to promote the objectives of joint management, including through the development and implementation of ILUAs, Joint Management Bodies (JMB), Joint Management Agreements (JMA) and Joint Management Planning (JMP) integration.
2. Develops and maintains long-term strategic JMB meeting schedule and leads the integration of district operations into a strategic regional joint management implementation framework.
3. Coordinates and implements JMB meetings, on-country trips, JM Planning workshops and other relevant events including planning, communication, logistics and executive support.
4. Maintains detailed awareness and oversight of all ILUAs, district programs, budget and staffing to effectively represent the District Manager and other program leaders in joint management meetings, management planning workshops and negotiations (Level 6).
5. Works closely with the Regional Leader Joint Management to monitor ILUA compliance and ensure district compliance with ILUA obligations.
6. Develops and maintains systems, processes and tools to communicate JMB outcomes to district staff; monitor the delivery of actions arising from JMB meetings; and coordinate delivery of district business in line with JMB strategic direction.
7. Leads and provides support to managers and Traditional Owners on issues relating to the management of conservation lands, Aboriginal heritage sites and the protection of Aboriginal heritage; including coordination of heritage management requirements in relation to district disturbance activities and delivery of operational heritage management where required.
8. Contributes to the identification of customary activities that can be conducted within jointly managed areas, including developing local area arrangements, pursuant to the *Conservation and Land Management Act 1984* and associated regulations.
9. In liaison with other relevant staff, assists in developing joint management and cooperative management activities with Aboriginal people, including assisting with implementation of Aboriginal Ranger programs as required.

### **HUMAN RESOURCE, FINANCE AND ADMINISTRATION MANAGEMENT (20%)**

10. Provides leadership and mentoring to staff, including development and performance review; fostering a team spirit and culture of empowerment and productivity; and ensuring there is a high standard of open, honest and clear communication.
11. Supports hosted joint management staff in partnership with relevant Aboriginal Corporations, including capacity development, communication planning and transition arrangements where required.
12. Reports progress of ILUA and Joint Management Agreement negotiations to relevant senior staff, having regard for reporting timelines and milestones.
13. Works closely with program leaders and District Finance and Administration Coordinator to maintain detailed familiarity with district budgets and enable effective representation and delegated decision-making at JMB meetings and other negotiations (Level 6).
14. Prepares correspondence, briefing notes, ministerial responses, budgets and reports, as required.

### **OTHER (5%)**

15. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
16. 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.
17. Undertakes other duties as directed by the District Manager.

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### Selection Criteria

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

1. Evidence of highly developed oral communication and interpersonal skills and demonstrated (Level 5) or considerable (Level 6) experience effectively negotiating, communicating and forming working relationships with multiple internal and external stakeholders to understand and balance competing priorities, manage relationships and coordinate delivery of collaborative outcomes.
2. Evidence of ability and willingness to work with Traditional Owners to deliver native title aspirations and goals through joint management, cooperation, or collaborative arrangements, with a preference for someone with a highly developed awareness of aboriginal culture and heritage values at Level 6.
3. An understanding of the issues involved in managing natural areas for cultural, biodiversity, recreation, education and tourism values in a joint management context (Level 5); with a preference for someone with demonstrated experience in delivering natural area management in this context (Level 6).
4. Considerable experience in and knowledge of administrative and financial management, including project management, 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. Demonstrated high level written communication skills, including public presentation skills and the ability to use computer software (Word, Excel) for report writing and budget development.
6. Understanding of work, health and safety, and equity and diversity principles and practices.
7. Physically fit, able to pass and maintain standard for the departmental fire fitness test, plus 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)**
8. Knowledge of and experience in conservation and natural land management. **(Desirable)**
9. Tertiary qualification in natural or social science or other relevant field. **(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 Current 'C' Class Driver's License 4WD Vehicle	
<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 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** Recruitment and Establishment Section

Verified by:  Registered JDF  
20 May 2026