



# Job Description Form

## Position Details

<b>Position Title:</b> Lalang – gaddam Park Coordinator	<b>Position Number:</b> DBCA3089324	<b>Level:</b> Level 5
<b>Division:</b> Regional and Fire Management Services	<b>Branch:</b> Kimberley Region	<b>Section:</b> West Kimberley District
<b>Employment Agreement:</b> PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	<b>Location:</b> Broome	<b>Effective Date:</b> 26 May 2026

## Our Values

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



## Reporting Relationships

<b>Position Title</b> Operations Manager- Marine Parks	<b>Level/Grade</b> Level 6	←	<b>Position title</b> EMB & Coastal Park Coordinator	<b>Level</b> Level 5
<b>Responsible to</b> <b>This position</b>			Marine Park Coordinator Buccaneer Archipelago	Level 5
			Marine Operations Officer – West Kimberley	Level 4

## Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Senior Ranger Marine LgMP	Grade 3	3
Assistant Park Coordinator	Level 4	nil

## About the Role

Under the limited direction of the Operations Manager – Marine Parks:

- Responsible for coordinating and participating in the implementation of the marine works program identified within the Lalang-gaddam Marine Park Management Plan.

The role is central in the ongoing consultation and engagement with joint management partners within the marine park to ensure 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.

## Responsibilities

Under the limited direction of the Operations Manager - Marine:

### MANAGEMENT AND ADMINISTRATION (45%)

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1. Coordinates the development of and supervises the implementation of the works programs and management objectives as identified in the joint management plan for Lalang-gaddam marine park. Ensures they are consistent with:
  - Indigenous Land Use Agreements and Joint Management Arrangements
  - the Lalang-gaddam marine park joint management plan
2. Ensures that all works are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, and associated regulations, licensing and enforcement programs, circulars, policies, guidelines and other relevant legislation.
3. Reports on marine programs against agreed works plans and prepares audit reports for the Conservation and Parks Commission and the department.
4. Liaises with Aboriginal partners regarding joint management interests and activities, promotes good governance and encourages Aboriginal involvement in the workforce and works to increase Aboriginal participation.
5. Prepares implements and monitors budget and performance standards for marine operational works programs, in accordance with agreed works plans.
6. Monitors cost effectiveness of the marine park works, compiles cost data and ensures correct input of budget and expenditure data into financial systems.
7. Prepares reports, correspondence and documentation as required.
8. Oversees the maintenance of marine related databases.
9. Identifies opportunities and prepares applications for external funding to complete marine orientated projects within the marine park.
10. Supervises staff including reviewing performance, providing feedback, identifying training requirements and addressing work, health and safety issues.
11. Participates in and provides direction for the Lalang-gaddam marine park joint management body.

**EDUCATION AND PUBLIC PARTICIPATION (20%)**

12. Coordinates the development of and participates in education programs related to marine conservation and recreation for Lalang-gaddam marine park.
13. Liaises with community groups, Traditional Owners, fishing industry, Commonwealth and State government agencies, local government, tertiary institutions and private organisations on matters relating to the management of marine, island and coastal reserves within the Lalang-gaddam marine park.

**RESEARCH AND MONITORING (10%)**

14. Supports marine research and monitoring activities and assists in research and monitoring data collection as required within the Lalang-gaddam Marine Park.

**PATROL AND ENFORCEMENT (15%)**

15. Supervises the control and monitoring of commercial activities within the Lalang-gaddam marine park and provides ongoing advice to commercial operators, joint management partners and the department.
16. Liaises with other marine agencies (including Department of Primary Industries and Regional Development and the Department of Transport) in the integration of surveillance and enforcement programs and activities.
17. Ensures all works are in accordance with the provisions of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Fish Resource Management Act 1994* and associated regulations, licensing and enforcement programs, department standards, policies, guidelines and relevant legislation related to marine conservation.

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

18. Undertakes a role in emergency availability and response arrangements in preparation for, and during marine emergencies, such as oil spills or fauna entanglements and terrestrial emergencies such as bushfires.
19. Oversees the maintenance of marine equipment, vessels and moorings.
20. Ensures safe, efficient and effective work methods are used at all times.

**OTHER (5%)**

21. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
22. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the District Manager.  
Completes other tasks as directed by the Operations Manager – Marine.

**Selection Criteria**

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

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1. Considerable knowledge of and experience in marine estate management, including developing and coordinating work plans and strategies, education, enforcement, research and monitoring, marine operations, familiarity with the principles of planning in the marine environment and having knowledge of marine, coastal and island ecology.
2. Demonstrated experience, knowledge and skills in the leadership and management of staff, researchers, contractors and volunteers, including conducting employee development and performance management reviews, where appropriate.
3. Evidence of highly developed oral communication and interpersonal skills and demonstrated experience in effective liaison and negotiation at a high level with external organisations, stakeholders and the media.
4. Evidence of handling complex and detailed information requests to achieve organisational objectives, plus a preference for someone with knowledge and experience in working with traditional owners to deliver native title aspirations and goals through joint management, cooperation or collaborative arrangements.
5. Demonstrated experience in, and knowledge of administrative and financial management, including project management, budget preparation and expenditure control within financial constraints and an ability to apply for external grant applications.

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


6. Highly developed written communication skills including demonstrated proficiency in using computer software (Word, Excel, GPS and GIS) for correspondence, report writing, data analysis, data basing and developing and delivering presentations.
7. Willingness and ability to undertake a designated role in the department’s Incident Control System 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.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Tertiary qualifications in marine or natural sciences or natural resource management, or equivalent qualification. **(Desirable)**
10. Experience in applying legislation in marine management preferably someone with experience in applying the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Fish Resource Management Act 1994* and associated regulations to marine management. **(Desirable)**
11. Demonstrated experience in working on and skippering vessels and hold as a minimum a Certificate of Competency – Coxswain Grade 2 (NSCV Near Coastal) or higher boating qualification. **(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 Drivers Licence.
<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 type="checkbox"/> Other (Please specify)

**Certification**

Verified by: Recruitment and Establishment Section  
  
 Registered JDF  
 26 May 2026