



Job Description Form

1. Position Details

Position Title Conservation Employee - NACC			Position Number DBCA3119695
Level/Grade AWU Level 2	Specified Calling N/A	Agreement AWU (WA Public Sector) GA 2022, AWU Fire Services Provisions Agreement 2015	Effective Date 17 March 2025
Division Regional and Fire Management Services		Branch Midwest Region	
Section Murchison District		Location Geraldton	

2. Reporting Relationships

Position Title Work Centre Coordinator	Level/Grade Level 5	Recruitment and Establishment Section Registered JDF <i>C. Brown</i> 2 June 2026
↑		
Responsible to		
Position Title Crew Leader	Level/Grade AWU Level 4	⇐
↑		
Responsible to		
This position		
↑		
Officers under direct responsibility		
Position Title Nil	Level/Grade	Approx. no. FTEs supervised

Other offices reporting directly to this office

Position title Conservation Employee 3 x Conservation Employee 50d	Level/Grade AWU Level 2 AWU Level 2
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3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Operating under direct supervision:

- Participates in a range of activities relating to the department including asset maintenance, fire management, conservation, parks and visitor services (PVS) and joint management including remote and overnight work.

This position offers training and learning opportunities for Aboriginal people with preference given to local community members or approved Aboriginal community applicants.

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

Position Title Conservation Employee - NACC		OFFICIAL	
Position No. DBCA3119695	Level/Grade AWU Level 2	Specified Calling N/A	Effective Date 17 March 2025

4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Operating under direct supervision (95%):

Conservation

1. Participates in activities associated with the protection of flora and fauna, including controlling pests and diseases and application of chemicals.
2. Undertakes the trapping and baiting of feral animals and preparation of baits.
3. Participates in the planting and or rehabilitation of disturbed sites with native vegetation.
4. Monitors native fauna populations.

Fire Management

5. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
6. Participates in firebreak construction and maintenance.
7. Erects signage.
8. Maintains water points and strategic road access.
9. Maintains fire equipment as required.
10. Use chemicals as required.

Parks and Visitor Services

11. Monitors visitor numbers and collects data.
12. Reports suspicious activity and offences on departmental land.
13. Uses various tools, machines and equipment to maintain park and land infrastructure.
14. Cleans and maintains visitor facilities including the collection and removal of rubbish.
15. Uses various tools, machines and equipment to construct park and visitor service infrastructure from a variety of materials including metal, wood, brick and cement.
16. Operates and maintains minor mobile and stationary plant and equipment.
17. Assists with the inspection of facilities.
18. Uses chemicals as required.

Joint Management

19. Participating in on-country outcomes, connection to culture and country, interpretation, education, awareness and training.

In undertaking this role, the following generic duties also apply: **(5%)**

Work Quality

20. Understands and undertakes basic quality control and able to recognize basic quality faults.

Customer Service

21. Liaises with the public in a positive and constructive manner.

Ethics and Compliance

22. Ensures records are maintained and reports are prepared in accordance with departmental and district standards.
23. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.

Work, Health and Safety

24. Responsible for personal safety and cooperates with team leader in carrying out of employee responsibilities as defined in the *Work Health and Safety Act 2020*.
25. Participates in safety initiatives including team meetings, Job safety Analysis preparation, workplace inspection, hazard identification and control and accident investigations.

Other

26. 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.
27. Carries out other duties as required.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should submit a cover letter using all following criteria as a guide to express their interest in being selected for interview. The interview process will also be used to assess these criteria and desirable criteria will be assessed as required.

1. Under Section 50d of the *Equal Opportunity Act 1984*, Aboriginality is a genuine requirement for this position.
2. Ability to participate in on-ground and field-based activities related to the maintenance and construction of recreation sites and visitor facilities, flora and fauna protection and fire suppression and control with a preference for someone who has an interest or experience in recreation and nature conservation management.
3. Understanding and commitment to work, health and safety procedures and principles; be willing to wear prescribed safety equipment and work safely with certified chemicals.
4. Physically fit for “on the ground” operational fire work and be able to pass the departmental fire fitness test.
5. Be available for fire service consistent with the *AWU (WA Public Sector) General Agreement 2024* and any prevailing industrial agreements, including regular participation in fire availability rosters on weekends and out of hours; plus, ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, training and level of experience.
6. Experience in machine operations and or safe operation of chainsaws, brush cutters and common power tools. **(Desirable)**
7. Fire-fighting experience and certification. **(Desirable)**
8. Willingness and ability to work away from home, often for extended periods and in remote locations and be available for weekend work and irregular hours of work.
9. Current ‘C’ Class Driver’s Licence **(Essential)** or Current ‘MR’ or ‘HR’ Class Driver’s Licence. **(Desirable)**
10. Demonstrated literacy and numeracy skills including the ability to read and understand maps, and follow relevant guidelines, procedures, sections of Acts, policies and procedures in the work environment.
11. Ability to liaise and interact in a positive manner, good communication and interpersonal skills and able to work effectively in a team and with limited supervision when required.
12. Understanding of equity and diversity principles and practices.
13. Possess other skills or qualifications related to the position e.g. 1080 baiting certificate, firearms, animal trapping, accredited faller, first aid certificate, and common trade skills. **(Desirable)**

Values

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

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

14. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1 FTE		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Fire Allowances	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD, HF radios, Computers, Chainsaws, fire equipment, power tools, minor mobile and stationary plant and equipment, spraying equipment		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: