



# Job Description Form

## Position Details

<b>Position Title:</b> Biodiversity Conservation Officer	<b>Position Number:</b> DBCA3145978	<b>Level:</b> Specified Calling Level 2
<b>Division:</b> Biodiversity and Conservation Science	<b>Branch:</b> Species and Communities Program	<b>Section:</b>
<b>Employment Agreement:</b> PSA 1992 / PSCA 2024	<b>Location:</b> Kensington	<b>Effective Date:</b> 2 April 2025

## 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

<table border="1" style="width: 100%;"> <tr> <td><b>Position Title</b> Program Leader</td> <td><b>Level/Grade</b> SC5</td> </tr> </table> <p style="text-align: center;">↑</p> <p><b>Responsible to</b></p> <div style="background-color: #FFD700; padding: 5px; border: 1px solid black;"> <p><b>This position</b></p> </div> <p style="text-align: center;">↑</p>	<b>Position Title</b> Program Leader	<b>Level/Grade</b> SC5	←	<table border="1" style="width: 100%;"> <thead> <tr> <th>Position title</th> <th>Level</th> </tr> </thead> <tbody> <tr><td>Senior Biodiversity Conservation Officer</td><td>SCL3</td></tr> <tr><td>Biodiversity Conservation Officer (Flora)</td><td>SCL2</td></tr> <tr><td>Biodiversity Conservation Officer (Fauna)</td><td>SCL2</td></tr> <tr><td>Biodiversity Conservation Officer (TEC)</td><td>SCL2</td></tr> <tr><td>Environmental Officer</td><td>SCL2</td></tr> <tr><td>Senior Technical Officer</td><td>L4</td></tr> <tr><td>Senior Technical Officer</td><td>L4</td></tr> </tbody> </table>	Position title	Level	Senior Biodiversity Conservation Officer	SCL3	Biodiversity Conservation Officer (Flora)	SCL2	Biodiversity Conservation Officer (Fauna)	SCL2	Biodiversity Conservation Officer (TEC)	SCL2	Environmental Officer	SCL2	Senior Technical Officer	L4	Senior Technical Officer	L4
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### Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
NIL		

## About the Role

This position contributes to the conservation and management of conservation significant species through the provision of expert advice, assessments under the Biodiversity Conservation Act 2016, policy development, written reports, and input to other processes as they arise.

*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):

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1. Develops, coordinates and provides scientific advice for other government agencies as required for impact assessment, mitigation and offset strategies.
2. Provides advice on scientific and technical aspects of conservation and management with particular emphasis on threatened and priority fauna.
3. Undertakes assessments to meet provisions of the *Biodiversity Conservation Act 2016*, including threatened species authorisations under section 40.
4. Prepares reports, briefings and draft response to Ministerial and general correspondence.
5. Represents the department at meetings as required.
6. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
7. Undertakes other duties as directed.

### Selection Criteria

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

1. Experience in the field of biodiversity conservation related to threatened fauna (ESSENTIAL), including knowledge of and experience in biodiversity conservation legislation and policy (DESIRABLE).
2. Demonstrated ability to source and synthesise complex scientific information for use in environmental impact assessment to inform decision making.
3. Proven ability to prepare reports, submissions and correspondence relating to biodiversity conservation or environmental impact assessment to a high level.
4. Strong verbal and written communication skills, including the ability to communicate and negotiate with a broad range of stakeholders.

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

5. A Bachelor of Science degree in a relevant discipline (biological sciences) with demonstrated application in biodiversity conservation.
6. Demonstrated understanding of occupational health and safety, and equity and diversity principles and practices.
7. Ability to work effectively in a team environment to achieve common goals. (DESIRABLE)

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8. 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 [Leading Others](#).

**Other position-related information (only relevant ones will be populated)**

<b>Position Status - Permanent</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>FTE:1</b>
<b>National Police Check</b> <input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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  
*Cbrown*  
 2 April 2025