

Job Description Form (JDF)

Position details

Position title:	Community Education Officer
Position number:	70260101
Classification:	Level 4
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Fisheries and Sustainability
Directorate:	Operations and Compliance
Branch:	Compliance Metro

Reporting relationships

Reports to:	Coordinator Community Education (70190731), Level 5
	This position
Direct reports:	Nil

Role summary

Develops and delivers education and volunteer programs that contributes to improved community awareness, knowledge and support for programs and services managed and delivered by the Department.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Community Education

- Develops and delivers education and volunteer programs that contribute to improved community awareness, knowledge and support for programs and services managed and delivered by the Department.
- Develops partnerships that encourages sustainable attitudes and behaviors which support policy, compliance and research activities.
- Ensures that education, communication and any associated materials takes into account cultural needs.
- Prepares and presents reports and information on education and volunteer activities undertaken.
- Evaluates the effectiveness of education and volunteer programs and where required prepares and presents proposals aimed at obtaining improved outcomes.

- Assists in the development of strategies and project initiatives to achieve education and volunteer objectives.
- Participates in working groups as required.
- Identifies opportunities and ongoing improvement of processes, practices and protocols.

Stakeholder Engagement

- Fosters relationships with stakeholders.
- Builds and maintains relationships with team members and other stakeholders.
- Shares knowledge and learning with others.
- Liaises with stakeholders to ensure education and volunteer program requirements are met.
- Represents the Branch in meetings as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Considerable experience in planning, conducting and evaluating education and volunteer programs.

Core capabilities

2. *Build effective relationships:* Demonstrated ability to communicate effectively and succinctly with a diverse range of people at all levels using verbal, written and interpersonal skills.
3. *Challenge for innovation:* Demonstrates willingness to participate in, and assist with implementing, learning and development opportunities.
4. *Think strategically:* Well-developed research, analytical and problem-solving skills.
5. *Deliver in a changing environment:* Demonstrated ability to prioritise tasks and organise workload to meet targets and deliverables.
6. *Lead and empower others:* Ability to work collaboratively within a team environment and contribute to the achievement of team goals.

Desirable criteria

1. Nil

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Occasional travel to and from metropolitan and regional offices may be required.
- A current Working with Children Check is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- A current Western Australian C or C-A class driver's licence or equivalent is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Delegated authority

Position title: Deputy Director General, Fisheries and Sustainability

Endorsement Date: 31 March 2026