



Job Description Form

Position Details

Position Title: Assistant Operations Officer – Joint Management	Position Number: DBCA3151560	Level: Level 1/2
Division: Regional and Fire Management Services	Branch: Goldfields Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Based in Kalgoorlie	Effective Date: 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

Position Title Operations Officer – Joint Management	Level/Grade Level 3	←	Position title Nil	Level
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised

About the Role

Under the immediate supervision of the Operations Officer – Joint Management:

- Assists with the delivery of conservation, parks and visitor services and fire management activities within the Goldfields Region, with a particular focus on Aboriginal joint management parks and reserves.
- Liaises with Aboriginal Rangers and Goldfields Region personnel to organise and implement allocated works programs.
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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 immediate direction of the Operations Officer – Joint Management:

PROJECT MANAGEMENT (50%)

1. Assists with the delivery of conservation, parks and visitor services and fire management activities within the Goldfields Region, with a particular focus on Aboriginal joint management of departmental land and reserves through the coordination, implementation, monitoring and review of works to conserve and protect culture and heritage, as well as commitments relative to Plan for our Parks and Goldfields Region Annual Plan of Operations. Duties may include:
 - assisting with the management of reserves and other lands managed in partnership with the department;
 - participating with the implementation of conservation management plans and works programs throughout the allocated area including assisting with the preparation of works plans;
 - participating in land management projects to achieve joint management outcomes, assisting with the protection of culture, heritage and conservation values;
 - delivery of Parks and Visitor Services projects as required, including assisting with the development and maintenance of recreation and interpretation sites as appropriate.

FIELD OPERATIONS (25%)

2. Ensures all environmental, safety and works standards are implemented in the projects being undertaken.
3. Contributes to effective visitor risk management.
4. Supervises and liaises with Aboriginal Rangers, Conservation Employees, contractors and volunteers as required.
5. Assumes an allocated role in an Incident Management Team. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
6. Travels in and works in remote areas, and camps remotely in the field as required.

ADMINISTRATION (10%)

7. Controls the progress and cost of works within allocated areas of responsibility.
8. Prepares reports and correspondence dealing with field management operations, as required.
9. Ensures all operations undertaken are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations, other relevant legislation, circulars, instructions, management plans and policies.

LIAISON (5%)

10. Liaises with Aboriginal communities, community groups, local government, other staff in the department, other local and government agencies and private organisations, on matters relating to departmental management roles and Goldfields' Region reserves.
11. Liaises with researchers and assist with research data collection, as directed.
12. Provides information, advice and support to Service Coordinators and district / regional management team members in matters relating to field management operations.

GENERAL (10%)

13. Maintains office procedures and records and allocated equipment and vehicles to acceptable standards.
14. Participates in development opportunities across all service programs of the region as directed.
15. Prepares and reviews job prescriptions and job safety analyses for works programs undertaken by those working alongside or supervised.
16. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the Regional Manager.
17. Undertakes other duties as directed.

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Selection Criteria

Applicants should address the following three criteria, in no more than three pages in total.

1. Some knowledge (Level 1) and experience (Level 2) in working in natural land management or a closely related field or a related area.
2. Broad understanding of the issues involved in planning and implementing works programs.
3. Evidence of sound effective interpersonal and oral communication skills, with an ability and willingness to work closely with community, Aboriginal and special interest groups.

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

4. Sound written communication skills and some ability in computer skills for word processing, spreadsheets and data processing with a preference for knowledge and experience with GPS and GIS applications.
5. Ability to work collaboratively as part of a team and independently; show a high level of self-motivation, and willingness and ability to travel, work away from home and camp in remote locations for up to 35% of the work time when required.
6. Some understanding of work, health and safety, and equity and diversity principles and practices.
7. 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. Tertiary qualification in a relevant natural science, land management or environmental science field. **(Desirable)**
9. Some knowledge of the principles involved in developing and monitoring budgets. **(Desirable)**
10. Some understanding of the *Conservation and Land Management Act 1984, Biodiversity Conservation Act 2016, Bush Fires Act 1954* and associated regulations. **(Desirable)**
11. Current Senior First Aid certificate. **(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 [Personal Leadership](#).

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

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1 FTE
National Police Check <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No For more information refer to the department’s guidelines on National Police checks .	
Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current ‘C’ Class Driver’s Licence	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <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, Camping Allowance	

Certification

Verified by: Recruitment and Establishment Section

 Registered JDF
20 May 2026