



# Job Description Form

## Position Details

<b>Position Title:</b> Senior Operations Officer Sustainable Forest Management (Mining Liaison)	<b>Position Number:</b> DBCA3114388	<b>Level:</b> Level 5
<b>Division:</b> Regional and Fire Management Services	<b>Branch:</b> South West Region	<b>Section:</b>
<b>Employment Agreement:</b> PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	<b>Location:</b> Bunbury or by negotiation	<b>Effective Date:</b> 11 June 2026

## Our Values

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

 <b>Integrity</b> Commitment to knowing and doing what is right	 <b>Collaboration</b> Commitment to team, partnership and the support of others	 <b>Accountability</b> Commitment to being transparent, taking ownership and personal responsibility	 <b>Respect</b> Commitment to the respect of people, culture and place	 <b>Excellence</b> Commitment to quality, innovation and continuous improvement
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## Reporting Relationships

<b>Position Title</b> Regional Leader Sustainable Forest Management	<b>Level/Grade</b> Level 6	⇐	<b>Position title</b> Business Manager Bait Factory	<b>Level</b> Level 5
↑				
<b>Responsible to</b>				
This position				
↑				

### Officers under *direct* responsibility

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

## About the Role

Under the limited direction of the Regional Leader Sustainable Forest Management (SFM):

- Responsible for all mining and large scale basic raw material management on Crown Land within the South West region.
- Plans, implements and maintains current working arrangements to departmental standards.
- Undertakes all statutory requirements, monitors standards and liaises with Environmental Management Branch, Swan region Regional Leader SFM and mine managers.

*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 Regional Leader SFM:

OFFICIAL

<b>Position Title</b> Senior Operations Officer – Sustainable Forest Management (Mining Liaison)		
<b>Position No.</b> DBCA3114388	<b>Level</b> Level 5	<b>Effective Date</b> 27 May 2026

**PLANNING AND MANAGEMENT (40%)**

1. Leads and coordinates the management of mining and large scale basic raw material management within the South West region.
2. Provides technical advice, information and support to departmental staff in matters relating to mining and basic raw material extractive activities.
3. Monitors externally funded mine-site related works, in particular ALCOA, South 32 and Talison agreed works programs on behalf of the region. Ensures necessary completion criteria outcomes are achieved.
4. Leads the development and delivery of training for district staff and other departmental staff in mining and basic raw material extraction management.
5. Represents the district/ region or department on a range of liaison groups and advisory bodies in relation to mining management, including leading the development of working arrangements relevant to mining.
6. Represents the region or department on departmental and inter-departmental planning teams in relation to mine management initiatives.

**OPERATIONS (45%)**

7. Coordinates the implementation of the current Forest Management Plan in relation to mining practices for South West region.
8. Monitors and reports on disturbance activities, including all clearing requests on State Forest and CAR reserves, and makes recommendations to the Regional Manager in line with departmental policies and guidelines.
9. Assists in maintaining, improving or developing assessments and operations for mining organisations to ensure SFM values are maintained.
10. Liaises with the public, other government departments, local government authorities and other relevant departmental stakeholders to ensure the effective delivery of departmental mining related management objectives.
11. Liaises with the Swan region Regional Leader SFM and Perth Hills district Mining Liaison Officer to ensure consistency of interpretation and implementation between the two regions with regard to jointly managed industries such as Alcoa and South 32.
12. Prepares reports and represents the region on the Mining Operations Group (MOG), the Independent Technical Advisory Group (ITAG) and other mining related works committees, as required.
13. Assumes a role in the district, regional and departmental Incident Management Teams and participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
14. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and other relevant Acts and regulations, policy statements, circulars, manuals, management plans and guidelines.

**OTHER DUTIES (15%)**

15. Coordinates the preparation of reports, correspondence, briefing notes and ministerial reports as required by the Regional Manager.
16. Develops and delivers public participation and community awareness programs with regard to mining activities and basic raw material extraction.
17. 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.
18. Undertakes other duties as required.

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**Selection Criteria**

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

1. Demonstrated knowledge of, and experience in mine-site management, rehabilitation techniques, sustainable forest management, and natural resource management and the use of systems to monitor and report on such activities.
2. Demonstrated experience in effective liaison and negotiation at a senior level to achieve organisational objectives with other government agencies, industry, stakeholders, Aboriginal groups, community interest groups and the media.
3. Evidence of good oral and written communication skills including the ability to respond to complex and detailed information requests.
4. Evidence of highly developed interpersonal and organizational skills with demonstrated experience, knowledge and skills in leadership and mentoring of others in sustainable forest management and managing mining activities, with a preference for someone able to develop and deliver appropriate training packages to achieve this.

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

5. Demonstrated ability to use personal computers and software (Word, Excel etc.) for report writing, data analysis, data-basing and operating GIS systems.
6. Physically fit and 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, with a preference for experience in assuming a designated role in Incident Management Teams.
7. Tertiary qualification in a discipline relevant to forest management, natural resource management or equivalent qualification. (**Desirable**)
8. Sound Working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, policies, management guidelines pertaining to conservation and land management (**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 [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 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current ‘C’ Class Driver’s 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 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

**Certification**

Verified by: Recruitment and Establishment Section  
  
 Registered JDF  
 11 June 2026