Department of **Biodiversity, Conservation and Attractions**

GOVERNMENT OF WESTERN AUSTRALIA

PARKS AND WILDLIFE SERVICE

Job Description Form

Position Details

Position Title: Fire Operations Officer	**Position Number:** DBCA3152941	**Level:** Level 3
Division: Regional and Fire Management Services	**Branch:** Midwest Region	**Section:** Murchison District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	**Location:** Geraldton	**Effective Date:** 12 June 2026

Our Values

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

Reporting Relationships

Position Title	Level/Grade
District Fire Coordinator	Level 5

⇧

Responsible to

This position

⇧

⇦

Position title	Level
Nil	

Officers under *direct* responsibility

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

About the Role

Under the direction of the District Fire Coordinator:

- Assists in the planning, organisation and implementation of works programs and operations relating to fire management.
- Provides a GIS specialist function for the Murchison District, maintaining GIS databases, field data capture capability and map production.
- Undertakes an active role in departmental prescribed burning and bushfire suppression operations.
- Participates in the preparation and delivery of allocated works programs to agreed standards and timeframes.
- Liaises with community, key stakeholders and community groups in a positive and informed manner.

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 the direction of the District Fire Coordinator:

SERVICES DELIVERY (25%)

1. Assists in determining the standards and techniques for implementing district works programs. Ensures all activities are compatible with the department's core biodiversity conservation objectives and responsibilities.
2. Assists with the co-ordination and integration of the district's annual works programs with respect to district priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016 and the Bush Fires Act 1954*, relevant regulations, circulars, policies, protocols and other relevant legislation.

DISTRICT OPERATIONS (60%)

4. Assists with the planning and implementation of management actions and programs prescribed in annual work plans, management plans and Interim Management Guidelines to maintain and enhance biodiversity on conservation reserves, other departmental managed lands and crown reserves. Works include:
   - monitoring fire management activities and field operations in allocated areas of responsibility.
   - planning, implementing and ensuring compliance of disturbance activities within the fire management programme as required
   - liaising with staff in the conservation and parks and visitor services on matters concerning fire management and potential impacts on their programs.
   - planning and implementation of fire related rehabilitation programs; and
5. Assists with the coordination, planning and implementation of fire mitigation activities including prescribed burning, fire access track maintenance and fuel modification.
6. Assists with the planning and implementation of district training needs including delivery of mandatory pre-season training, fitness testing and fire medicals.
7. Assists with the maintenance of fire equipment and infrastructure.
8. Assists with the coordination of works programs for Conservation Employees, contractors, and volunteers, and supervises and reports on quality of work performed.
9. Communicates effectively, both verbally and written, with other district staff, regional and specialist staff to ensure best practice activities in the departmental programs. Prepares reports, enters and stores data and maintains records.
10. Participates in incident control activities and fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
11. Provides a GIS specialist function for the Murchison District, maintaining GIS databases, field data capture capability and map production.

HUMAN RESOURCES AND FINANCIAL MANAGEMENT (10%)

12. Actively contributes as a team member. Leads staff when required. Assists in developing and implementing training to other District staff.
13. Prepares and reviews job prescriptions and assists with job safety analyses for works programs undertaken by conservation employees and other staff.
14. Ensures safe and efficient work methods are used at all times.
15. Assists in the development of the annual works program including the preparation of financial estimates.
16. Monitors expenditure and cost effectiveness of works within allocated areas.

GENERAL (5%)

17. 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.
18. Undertakes other duties as directed by the District Manager.

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Selection Criteria

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

1. Knowledge of and experience in the management of fire related activities for biodiversity conservation and community asset protection purposes including bushfire suppression, incident management principles and practices and the planning and implementation of prescribed burning programs.
2. Experience in liaising with external organisations, including local authorities, private companies, other government agencies, stakeholders (including indigenous) and community interest groups.
3. Knowledge and skills in leading and managing teams, including implementing works programs, scheduling work, setting and reviewing goals and controlling and reviewing progress, with a preference for experience in managing volunteers and contractors.

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

4. Well - developed report writing skills and the ability to use computer software such as Microsoft Excel and GIS platforms for database management, field data capture and map production.
5. 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 plus the ability to pass the departmental fire fitness test and have an understanding of the Australasian Interagency Incident Management System.
6. Understanding of work, health and safety, and equity and diversity principles and practices.
7. Tertiary qualification in a discipline relevant to natural land management, environmental management or equivalent qualification. **(Desirable)**
8. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016, Bush Fires Act 1954,* associated regulations and other legislation, awards, policies and protocols relevant to the department. **(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 Leading Others.

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

Position Status - Permanent ☒ **Yes** ☐ **No** **FTE:** 1 FTE
National Police Check ☐ **Yes** ☒ **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 ☒ **Yes** ☐ **No** Current '*C' Class* Driver's Licence
Medical Assessment ☐ **Yes** ☒ **No**
Working with Children ☐ **Yes** ☒ **No** If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/
Allowance and Special Conditions ☐ District Allowance ☐ Air Conditioning ☐ Ranger Leave (Rangers only) ☐ North West Leave ☐ No Fixed Hours (Rangers only) ☒ Other (Please specify) Fire Availability

Certification

Recruitment and Establishment Section
Screamer
Registered JDF
12 June 2026