



Job Description Form

Position Details

Position Title: Operations Officer - Conservation	Position Number: DBCA3134018	Level: Level 3
Division: Regional and Fire Management Services	Branch: Swan Region	Section: Swan Coastal District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Mandurah	Effective Date: 4 June 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 – Conservation	Level/Grade Level 4	←	Position title 1 x Assistant Operations Officer	Level Level 1/2
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

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

About the Role

Under the direction of the Operations Officer – Conservation:

- Plans and implements environmental protection programs addressing threats to natural resources and biodiversity values on land managed by the department in the Swan Coastal District. With a particular emphasis on programs associated with offset properties and agreements.
- Coordinates, manages, implements, monitors and reports on offset works programs and operations within the Swan Coastal district to agreed standards and timeframes.
- Liaises with 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.

Responsibilities

Under the direction of the Conservation Operations Officer:

SERVICES DELIVERY (10%)

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1. Assists with determining the standards and techniques for implementing allocated areas of local works program. Ensures all activities are compatible with the department's objectives and responsibilities.
2. Assists with coordinating and integrating works programs with reference to service standards, resources, seasonal factors, environmental management, and policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations and relevant circulars, policies and other legislation.

DISTRICT OPERATIONS (70%)

4. Assists with the planning and implementation of management actions and programs prescribed in the district Conservation Program annual works program, Regional Conservation Plan, species recovery plans and reserve management plans to maintain, protect and enhance biodiversity, with a primary focus on departmental managed offset properties and offset related service agreements and MoU's, including:
 - implementing agreed nature reserve and offset property management works programs such as firebreak maintenance, fence and signage installation, rubbish removal, revegetation projects etc;
 - control of invasive species (weeds, feral animals and diseases) and other threatening processes;
 - management of inappropriate use of offset properties, conservation reserves and crown land by the activities of members of the public, utilities and other development proponents;
 - undertaking and coordinating targeted surveys, monitoring, recovery operations, and field trials to document and/or enhance the effectiveness of on-ground management activities, while strengthening knowledge and understanding of the biology and ecology of native flora, fauna, and ecological communities within the district;
 - contribute to reporting of all works undertaken as part of prescribed works program, to meet agreed reporting requirements; and
 - preparing and undertaking management plans, field assessments and inspection reports for offset properties, existing reserves and lands identified for possible inclusion into the conservation estate.
5. Participates in sourcing and applying for additional funds from external funding bodies, proponents and managing the expenditure of those funds to meet project milestones and deliverables.
6. Communicates effectively, both verbally and written, with other district staff, regional and specialist staff to ensure best practice activities. Prepares reports, enters and stores data and maintains records.
7. Assists with liaising with Aboriginal communities, other government agencies, local government, volunteer organisations, Friends of Groups and the public on matters relating to departmental lands and conservation areas with a focus on joint management and cooperative reserve management activities, as appropriate.
8. Assists with liaising and maintaining networks with departmental staff where interdependencies exist within the organisation. Represents the department at meetings with local authorities, other government departments and stakeholders, as appropriate.
9. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

HUMAN RESOURCES AND FINANCIAL MANAGEMENT (15%)

10. Actively contributes as a team member. Provides supervision, guidance and quality assurance of works programs undertaken by Conservation Employees, in liaison with the Overseer and also external contractors and volunteers delivering works programs.
11. Prepares request for quotes and contract documents for contractors as required.
12. Prepares and reviews job prescriptions and job safety analyses for works programs undertaken by others supervised. Ensures safe and efficient work methods are used at all times.
13. Prepares progress reports associated with offset service agreements and MoU's, district works programs, Regional Conservation Plans and other reporting requirements as appropriate.
14. Assists with the development of the annual works program; including the preparation of financial estimates for delivery of the allocated sections of the district conservation works program.
15. Monitors expenditure and cost effectiveness of works within allocated areas and ensures all expenditure is within budget.

GENERAL (5%)

16. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
17. Participates in departmental training and safety programs as directed.
18. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the District Manager.
19. Undertakes other duties as directed by the Operations Officer – Conservation or Conservation Operations Officer.

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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. Knowledge of and experience in the management of threatening processes to nature conservation values, environmental protection and natural resource management.
2. Good interpersonal and oral communication skills with experience in liaising with external organizations, including other government agencies, community, indigenous and special interest groups.
3. Knowledge and experience of working effectively as part of a team and independently; showing a high level of self - motivation and organising and implementing works programs.
4. Knowledge of flora, fauna and biodiversity conservation values in Western Australia with a preference for knowledge pertinent to the Swan Coastal Plain.

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


5. Some experience in budget preparation, control and expenditure of allocated work projects.
6. Evidence of good written communication skills including report writing and the ability to use computer software (including GIS) for data analysis, and database management and some knowledge and ability in developing and writing external grant funding applications.
7. Physically fit for “on the ground” operational work and the ability to pass and maintain standards for the departmental fire fitness test 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.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Tertiary qualification in a discipline relevant to natural land management, environmental management or equivalent qualification. **(Desirable)**
10. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, and associated regulations, other legislation, awards, policies and instructions 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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fixed Term Contract with the possibility of renewal subject to available funding, satisfactory performance and operational need. 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 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
 4 June 2026