



JOB DESCRIPTION FORM

The Department of Parks and Wildlife (DPaW) has the following mission:

To ensure that the nature of Western Australia is protected and conserved, for its intrinsic values and to enrich people's lives.

1. Position Details

Position Title Chaplain			
Effective Date 20 May 2016	Position Number DPW3097983	Level/Grade Level 6	Specified Calling N/A
Services	Division Corporate Services	Branch People Services Branch	
Section Employee Relations and Safety	Location Bentley	Agreement PSA 1992, PSGA 2014	

2. Reporting Relationships

Position Title Manager People Services	Level/Grade Level 9
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Responsible to

Position Title Manager Employee Relations and Safety	Level/Grade Level 8
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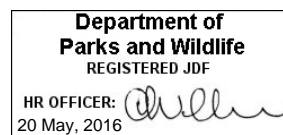
Responsible to

This position



Officers under *direct* responsibility

Position Title 10 x Critical Incident Peer Supporters	Level/Grade Various	Approx. no. FTEs supervised
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Other offices reporting directly to this office

Position title	Level/Grade
Principal Health and Safety Officer	LEVEL 6
Workforce and Diversity Coordinator	LEVEL 6
Employee Relations Consultant	LEVEL 5
Injury Management Coordinator	LEVEL 4
Health, Safety and Wellbeing Coordinator	LEVEL 4
Health and Safety Officer	LEVEL 3

3. Role and Scope

Brief outline of key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Contributes to the emotional, psychological and spiritual health and well being of all Department of Parks and Wildlife and bureau service agencies personnel by maintaining a pastoral service to provide assistance and advice on welfare and stress-related matters.

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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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

1. Contributes to the emotional, psychological and spiritual health and well being of all departmental and bureau service agencies personnel by offering pastoral counseling and support services for personal, family or work related issues, including the provision of on-site pastoral care in emergency management situations.
2. Provides post-incident support following the exposure of personnel to critical incidents in consultation with personnel from the Regional and Fire Management Services and Corporate Services Divisions.
3. Promotes and enhances the emotional and psychological well-being of departmental personnel and their families.
4. Provides input into training programs for departmental staff on matters concerning their emotional and psychological well being as required.
5. Provides spiritual and ethical support and advice upon request from departmental staff and families.
6. Assists the Peer Support Program by being available to provide guidance and support.
7. Provides leadership to critical incident peer supporters.
8. Liaises with internal and external welfare agencies to meet the needs of departmental personnel.
9. Represents the department to external stakeholders and the wider community.
10. Reports to the Corporate Executive and senior managers on the management of post-incident effects on personnel and on general issues influencing staff morale and wellbeing.
11. Undertake other duties as required.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following five criteria in a written application. These should be addressed in no more than five pages in total.

1. Ordination by a recognised ecclesiastical body.
2. A tertiary level qualification which is not less than a Diploma in Theology or Ministry.
3. Demonstrated high level of interpersonal skills, sound communication and consultative skills and proficient in public speaking.
4. Demonstrated experience in the provision of pastoral counseling.
5. Demonstrated experience in strategic welfare management.

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

ESSENTIAL

6. Demonstrated well developed written communication skills.
7. Knowledge of an emergency response agency, and the effect that being a part of that agency has on personnel and their families.
8. Well developed leadership skills
9. Some experience in facilitating employee assistance and peer support programs.
10. "Current 'C' Class Driver's Licence.
11. Understanding of occupational, health and safety, and equity and diversity principles and practices.
12. Willingness to work outside normal business hours and to travel intrastate as the need determines.
13. Understanding of the principles and practices in the management and rehabilitation of injured workers.
(Desirable)

DPaW's values

In all of our work we will be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*; and we will always *Act with the highest integrity*. For the purposes of this recruitment process, behaviours that reflect some or all of the above DPaW values are included as selection criteria for this position, and the applicable DPaW values are listed below as **Essential** and/or **Desirable** criteria.

Essential:

Accountable, Outcome-focused, Integrity

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Part time hours are expressed as a proportion of 1 e.g. 0.6 FTE if a person works 3 days per week or 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance		<input type="checkbox"/> North West Leave
	<input type="checkbox"/> Air Conditioning		<input type="checkbox"/> No Fixed Hours (Rangers only)
	<input type="checkbox"/> Ranger Leave (Rangers only)		<input type="checkbox"/> Other - Please specify below : Home Garaging
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal Computer, 4WD		
Working With Children Specify if this position requires a Working with Children check – refer to http://www.checkwwc.wa.gov.au/AboutWWCChecks/default.htm if this position works with children for further information on whether this is required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	272211
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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: