JOB DESCRIPTION FORM

The Department of Parks and Wildlife has the following mission:

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

1. Position Details

Position Title Fire Systems Support, Datasets and Reporting Services Coordinator			**Position Number** DPW3116058
Level/Grade Level 5 or 6	**Specified Calling** N/A	**Agreement** PSA 1992, PSGOGA 2014	**Effective Date** 27 July 2016
Division Regional and Fire Management Services		**Branch** Fire Management Services Branch	
Section		**Location** Kensington	

2. Reporting Relationships

Position Title	**Level/Grade**
Fire Management Services Branch Manager	Level 9

Department of Parks and Wildlife
REGISTERED JDF
HR OFFICER: [signature]
27 Jul, 2016

⇧ **Responsible to**

Position Title	**Level/Grade**
Manager Fire Policy, Doctrine, Systems and Reporting	Level 8

⇧ **Responsible to**

This position

⇧ **Officers under *direct* responsibility**

Position Title	**Level/Grade**	**Approx. no. FTEs supervised**
3 x Fire Systems Support, Datasets and Reporting Services Officer	Level 3 or 4	Nil

⇦ **Other offices reporting directly to this office**

Position title	**Level/Grade**
Fire Management Projects Officer Fire Policy and Projects Officer Fire Doctrine Coordination Officer Research Officer – Fire Policy, Systems and Projects	Level 6 or 7 Level 4 or 5 Level 3 SC Level 1

3. Role and Scope

This is a brief outline of the 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:

Under the limited (Level 5) or minimal (Level 6) direction of the Manager Fire Policy, Doctrine, Systems and Reporting:

- Participates in, coordinates and/or leads (Level 5) or manages (Level 6) a range of information projects relating to fire management, including spatial and non-spatial data acquisition, analysis, manipulation, interpretation and modeling.
- Participates in, coordinates and/or leads (Level 5) or manages (Level 6) the development, collation, storage and maintenance of data structures which store and manipulate branch custodial spatial and non-spatial data, across regions and districts.
- Prepares reports, system documentation, user guides and procedures relating to fire management.

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 (%).

Under the limited (Level 5) or minimal (Level 6) direction of the Manager Fire Policy, Doctrine, Systems and Reporting:

DATA ANALYSIS AND MANAGEMENT (75%)

1. Participates in, coordinates and/or leads (Level 5) or manages (Level 6) a range of information management projects relating to fire management, including spatial and non-spatial data acquisition, analysis, manipulation, interpretation and modeling.
2. Participates in, coordinates and/or leads (Level 5) or manages (Level 6) the development, collation, storage and maintenance of data structures and databases which store and manipulate branch custodial spatial and non- spatial data, across regions and districts, including:
    - capture, integration, auditing and validation of fire management data to meet corporate reporting requirements (e.g. fortnightly reports, annual report, annual prescribed burning program, ministerial responses) in a timely and effective manner.
    - collation and storage of Fire Management Services Branch's custodial spatial and non-spatial data to ensure corporate standards are adhered to.
    - Information management projects relating to fire management, including data analysis and interpretation and map making.
3. Ensures branch fire management data is secure, backed up and archived in accordance with departmental data management standards; and that management databases are only accessible and updated by authorised users.
4. Provides expertise and advice on information technology and its application, including tailored support to fire management system end users to facilitate effective and efficient adoption and use.
5. Ensures quality assurance for data used in corporate reporting.
6. Fosters a team spirit, coaches and manages staff and works programs.
7. Prepares reports, system documentation, user guides and procedures relating to fire management information, including reporting on spatial elements of the department's prescribed burning and bushfire suppression programs.

LIAISON (10%)

8. Promotes, develops and maintains strong and effective working relationships across regions and districts, to ensure accurate data collection and retrieval is achieved even when emergency situations occur.
9. Liaises with other specialist groups and information service providers within and outside of the department to ensure the latest technology and best practice is occurring in the branch.

FIELD WORK (5%)

10. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
11. Coordinates field validation of remote sensing activities.

OTHER (10%)

12. Facilitates the development of training and education programs associated with GIS projects and fire management databases, and coordinates the state incident mapping roster and function.
13. Participates in, coordinates and/or leads (Level 5) or manages (Level 6), the implementation of approved outcomes of research and development projects, as required.
14. 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 Branch Manager.
15. Undertakes other duties as required by the Manager Fire Policy, Doctrine, Systems and Reporting.

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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. These should be addressed in no more than five pages in total.

1. Considerable experience in and knowledge of (**Level 5**) or substantial experience in and knowledge of (**Level 6**) complex GIS analysis and mapping (using products such as the ESRI suite, QGIS or similar).
2. Considerable (**Level 5**) or substantial (**Level 6**) experience in planning and implementing technical information management projects and in using databases to store and manipulate datasets.
3. Evidence of well developed (**Level 5**) or highly developed (**Level 6**) interpersonal skills and demonstrated (**Level 5**) or considerable (**Level 6**) experience in effective liaison and negotiation with other internal groups and external agencies, with evidence of having responded to and resolved issues. At Level 6 resolved issues are more complex and detailed.
4. Evidence of good (**Level 5**) or well developed (**Level 6**) written communication skills including the ability to use computer software (e.g., Word, Excel, PowerPoint) to prepare reports and make effective presentations to senior management.
5. Demonstrated (**Level 5**) or considerable (**Level 6**) experience and skills in leadership and management of staff. At Level 6 evidence exists of ability to promote staff development.

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

6. 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.
7. Ability to fill bushfire preparedness and incident response roles commensurate with training and experience.
8. Understanding of occupational, health and safety, equity and diversity principles and practices.
9. Current '*C' Class* Driver's Licence.
10. Tertiary qualification in a discipline relevant to data management, geographical information systems or environment or natural resource management. or equivalent. (**Desirable**)
11. Working knowledge (**Level 5**) or sound working knowledge (**Level 6**) of the *Conservation and Land Management Act 1984, Wildlife Conservation Act 1950, Bush fires Act 1954* and related regulations, policies and protocols. (**Desirable**)

Parks and Wildlife values

In all of our work we will act with the highest *Integrity* and be *Open*, *Accountable*, *Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable)** are included as selection criteria for this position.

Essential:

Open, *Creative, Responsive, Innovative, Collaborative, Integrity*.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	☒ Yes ☐ No	
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1	
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	☐ District Allowance	☐ North West Leave
	☐ Air Conditioning	☐ No Fixed Hours (Rangers only)
	☐ Ranger Leave (Rangers only)	☐ Other - Please specify below:
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD if required, office equipment including computer.	
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	☐ Yes ☒ No	
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate. For more information refer to the department's guidelines on National Police checks.	☐ Yes ☒ No	

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	511112

7. Certification

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

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