



# 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

<b>Position Title</b> World Heritage Program Manager			<b>Position Number</b> DPW3087623
<b>Level/Grade</b> Level 5	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSGOGA 2014	<b>Effective Date</b> 29 March 2017
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Pilbara Region	
<b>Section</b> Exmouth District		<b>Location</b> Exmouth	

## 2. Reporting Relationships

<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 8
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Responsible to

<b>Position Title</b> District Manager	<b>Level/Grade</b> Level 6 or 7
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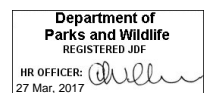
Responsible to

**This position**



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Education Officer (Interpretation & Milyering Visitor Experience)	SC Level 1	6.3
Project Officer	Level 2	Nil



Other offices reporting directly to this office

Position title	Level/Grade
Senior Operations Officer – Ningaloo Coast	Level 5
Parks & Visitor Services Officer	Level 4
Reserves Officer (Wheatstone Offset)	Level 5
Nature Conservation Coordinator	Level 5
Marine Program Coordinator	Level 5
Finance & Administration Coordinator	Level 3 or 4

## 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 supervision of the District Manager:

- Oversees the development, coordination, and implementation of public education, community liaison and interpretative programs for the Ningaloo Coast World heritage Area.
- Facilitates executive support for the Ningaloo Coast World Heritage Advisory Committee (NCWHAC) ensuring:
  - NCWHAC meetings, agendas and actions are effectively implemented and managed;
  - World Heritage values are promoted and considered in management decisions;
  - communication strategies and marketing of the World Heritage property occurs;
  - funding applications are developed; and
  - financial and reporting administration is compliant and timely.

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 supervision of the District Manager:

##### **WORLD HERITAGE PROGRAM MANAGEMENT (40%)**

1. Provides executive support to the NCWHAC including creating the agenda, follow up of actions required and the production of minutes.
2. Ensures actions arising from NCWHAC are implemented in an effective and timely manner.
3. Establishes a database (Access) for the storage of resolutions from meetings to enable the easy retrieval of information from all the NCWHAC meetings.
4. Undertakes research and investigations, analyses documents, activities and developments and collates relevant information in background briefing papers and advice, in order to assist in the decision making relating to NCWHAC.
5. Prepares executive responses, briefings and reports on the activities of NCWHAC ensuring all stakeholders have been consulted and had opportunity for input. Discerns appropriate level of stakeholder involvement and input, having regard to spheres of influence and protocols.
6. Develops and maintains appropriate networks and fosters effective working relationships with key stakeholders in relation to World Heritage issues.
7. Negotiates and liaises with committee members, senior officers of State, Commonwealth and local governments, and local community groups including Aboriginal groups on World Heritage matters and programs.

##### **EDUCATION AND INTERPRETATION (40%)**

8. Ensures World Heritage values are promoted and considered in management decisions.
9. Oversees the development of a communication and marketing strategy for the Ningaloo Coast World Heritage area including the Milyering Discovery Centre, Jurabi Turtle Centre and Coral Bay.
10. Provides advice on the protection, management and presentation of the Ningaloo Coast World Heritage area to external organisations and the community.
11. Oversees the development, evaluation, modification and delivery of environmental and heritage educational and interpretive programs for the Exmouth district, including the development of educational programs and community awareness materials and action about the Ningaloo Coast World Heritage Area.
12. Ensures all forms of interpretive media (publications, brochures, maps and booklets) are prepared in liaison with relevant program coordinators and the District Manager.

##### **PROJECT & FINANCIAL MANAGEMENT (15%)**

13. Manages and leads a small team with a focus on motivating and encouraging new and innovative approaches to the relevant work areas
14. Prepares and manages commonwealth funds associated with the program and coordinates project proposals, budgets and reporting.
15. Ensures financial acquittals and auditing of the commonwealth funds for projects associated with the Ningaloo Coast World Heritage area, comply with funding rules, prescribed timeframes and budgets.
16. Maintains expenditure records and reconciles expenditure against budget.
17. Project manages the implementation of World Heritage projects, to ensure milestones are met and proposed outcomes are delivered.
18. Coordinates the preparation and supervision of contractual arrangements, which support the delivery of World Heritage projects.
19. Develops funding applications which support NCWHAC decisions and directions for the World Heritage area on the Ningaloo Coast.

##### **OTHER (5%)**

20. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
21. 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.
22. Undertakes other duties as directed by the District Manager.

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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 four pages in total.

1. Considerable experience in liaising, consulting and negotiating effectively with senior officers of State, Commonwealth and local governments, external organisations, community, Aboriginal groups, individual stakeholders and the media, to deliver positive and effective outcomes.
2. Considerable experience and knowledge in financial management, administration, project management and contract management with a preference for someone with knowledge of government financial administration practices.
3. Experience in managing and motivating a small workforce and encouraging and supporting cultural change within a work area
4. Knowledge of World Heritage and conservation and land management principles, including knowledge of both marine and terrestrial conservation issues.
5. Experience in, developing and implementing communication, public education, interpretation and community awareness plans.

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

6. High level interpersonal, facilitation, oral and written communication skills and ability to use computer software (including Word, Excel, Access etc) for data management, report writing and producing correspondence at a senior level.
7. Experience and knowledge of seeking and developing funding applications for projects.
8. Ability to work autonomously and also collaboratively in a team environment.
9. Understanding of occupational, health and safety, and equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence.
11. Willingness to undertake travel involving overnight stays. **(Desirable)**
12. Experience in carrying out an executive support role to a board or committee **(Desirable)**
13. 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. **(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, Accountable, Creative, Responsive, Outcome-focused, 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

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> District Allowance	<input checked="" type="checkbox"/> North West Leave	
	<input checked="" 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:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	4WD Vehicle, VHF radio		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – 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> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on National Police checks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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## 7. Certification

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

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>