


# Job Description Form

## 1. Position Details

Position Title Ranger (Marine)			Position Number DBCA3048123
Level/Grade Grade 1 or 2	Specified Calling N/A	Agreement Rangers Award / RNPGA 2017	Effective Date 26 November 2018
Division Regional and Fire Management Services		Branch Pilbara Region	
Section Exmouth District		Location Exmouth or Coral Bay	

## 2. Reporting Relationships

Position Title Marine Program Coordinator	Level/Grade Level 5			
↑ Responsible to				
Position Title Senior Ranger (Marine)	Level/Grade Grade 3			
↑ Responsible to				
This position		<p>Other officers reporting directly to this office</p> <table border="1"> <tr> <td>Position title Ranger (Marine)</td> <td>Level / Grade Grade 1 or 2</td> </tr> </table>	Position title Ranger (Marine)	Level / Grade Grade 1 or 2
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↑ Officers under <i>direct</i> responsibility				
Position Title Nil	Level/Grade	Approx. no. FTEs supervised		

## 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 immediate direction of the Senior Ranger (Marine):

- Carries out programmed operational activities and field logistical support for lands, waters, wildlife and natural resources under the department's control in the Exmouth district; including maintenance and servicing of facilities, visitor control, commercial operator liaison and the delivery of conservation programs as directed.
- Assists in emergency response, marine fauna management and delivering education and interpretive programs.
- Undertakes compliance patrols and maintains and skippers departmental vessels and equipment.
- Implements works programs consistent with departmental guidelines, policies and management plans.

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 immediate direction of the Senior Ranger (Marine):

##### **OPERATIONS (50%)**

1. Undertakes and supervises operations outlined in the parks and visitor services program and conservation services strategic operations plans in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

2. Contributing to short-term park planning activities, works program and protected area estate planning activities.
3. Undertaking patrols via vessel and 4WD vehicle for the purpose of raising public understanding of regulations, compliance monitoring and enforcement.
4. Participating in the mitigation and maintenance of Visitor Risk Management requirements.
5. Assisting with the collection and analysis of data for ecological and social research and monitoring programs, in line with established protocols.
6. Undertaking fabrication and maintenance of park visitor services infrastructure (signage, shoreline markers) and maintenance of management infrastructure by use of marine skills including SCUBA and boats.
7. Maintaining and skippering departmental vessels in accordance with Australian Maritime Safety Authority requirements and departmental policies.

##### **STAFF (10%)**

8. Supervises the work of maintenance workers, trainees, volunteers and contractors, where applicable, to the prescribed work standard.
9. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as in dealings with those listed in 8 above.

##### **PUBLIC INTERACTION (20%)**

10. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
11. Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups, and other stakeholders.
12. Assists in the preparation and delivery of interpretative and educational material, community education programs and public consultation relating to management plans and other planning documents and strategies.
13. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984*, *Wildlife Conservation Act 1950*, *Biodiversity Conservation Act 2016* and associated regulations, as required.

##### **GENERAL (20%)**

14. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
15. Ensures that fees and all other collected monies are accounted for in accordance with the *Financial Management Act 2006*.
16. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
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. Other duties as directed.

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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 four criteria. These should be addressed in no more than four pages in total.**

1. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated with visitor management and natural resource management with an emphasis on the marine, environment.
2. Experience (Grade 1) or demonstrated experience (Grade 2) in small boat handling and maintenance (minimum Certificate as a Coxswain Grade 1 (Near Coastal) certificate with log books).
3. Evidence of good oral communication and interpersonal skills with an ability for (Grade 1) or experience in (Grade 2) patrol and enforcement activities, and liaison with the public, commercial tourism operators, community groups, Indigenous groups, other government agencies and stakeholders; with a preference for someone with experience in coordinating and supervising volunteers.
4. Physically fit, able and willing to work in remote areas. Hold an approved Rescue Certification in SCUBA diving and be willing and able to obtain an approved Scientific Diver SCUBA qualification. Hold a Provide First Aid Certificate and an Advanced Resuscitation Certificate or be willing and able to obtain these qualifications. Be able to pass a commercial dive medical (AS2299.1) annually. Be willing and able to undertake diving activities for the department, and participate in fire and other emergencies

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

5. Demonstrated competence in written communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of interpretative and educational programs. Proficient (Grade 1) or demonstrated proficiency (Grade 2) in word processing, and the use of spreadsheets and database software.
6. Ability to (Grade 1) or demonstrated experience in (Grade 2) construction and maintenance, carrying out routine maintenance duties, for marine infrastructure and equipment (including signage, moorings, field stations, vessels, outboards, small diesel engines, vehicles, SCUBA equipment).
7. Demonstrated ability to work effectively in a team, show initiative and to work unsupervised.
8. Appointment / Progression to Grade 2 is dependent upon possessing a Certificate of Conservation and Land Management, or a Certificate of proficiency in Maritime Safety and Vessels operation, or an equivalent qualification.
9. 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.
10. Understanding of occupational, health and safety, equity and diversity principles and practices.
11. Current 'C' Class Driver's Licence, with a preference for someone with a "MR" or "HR" Class Driver's Licence.
12. Knowledge of the *Conservation and Land Management Act 1984*, *Wildlife Conservation Act 1950*, *Biodiversity Conservation Act 2016* and associated regulations, in particular in relation to compliance management, and have an understanding of the principles and practices of Visitor Risk Management. (**Desirable**)
13. Knowledge of the Australasian Inter-Service Incident Management System (AIIMS) and its application to emergencies such as wildfires, marine wildlife strandings and oil spills. (**Desirable**)
14. Completion and experience in applying honorary fisheries officer training as it applies within Western Australian Marine Reserves. (**Desirable**)

### 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, Responsive, 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 i.e. 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 checked="" type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Travel	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	SCUBA equipment, underwater communications equipment, small vessels up to 12m, outboard motors, 4WD, All Terrain Vehicles, light truck, towing trailers and boats, portable generators, power and hand tools, fire fighting equipment, GPS, corporate firearms, underwater digital camera and video equipment, satellite phones, radios (UHF, VHF, HF)		
<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 checked="" type="checkbox"/> Yes <input 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 <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	234314
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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>