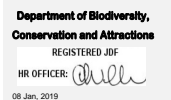


# Job Description Form

## 1. Position Details

<b>Position Title</b> Chief Resilience Officer - Ningaloo Coast			<b>Position Number</b> DBCA3125554
<b>Level/Grade</b> Level 5	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992 / PSGOCSAGA 2017	<b>Effective Date</b> 24 December 2018
<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> District Manager	<b>Level/Grade</b> Level 6 or 7											
↑ <b>Responsible to</b>												
<b>Position Title</b> Marine Program Coordinator	<b>Level/Grade</b> Level 5											
↑ <b>Responsible to</b>												
<b>This position</b>		<b>Other offices reporting directly to this office</b>										
↑ <b>Officers under <i>direct</i> responsibility</b>		<table border="1"> <thead> <tr> <th><b>Position title</b></th> <th><b>Level / Grade</b></th> </tr> </thead> <tbody> <tr> <td>Whaleshark Officer</td> <td>SC Level 1</td> </tr> <tr> <td>Wildlife Officer</td> <td>Level 4 or 5</td> </tr> <tr> <td>Project Officer – Conservation</td> <td>Level 5</td> </tr> <tr> <td>Senior Ranger</td> <td>Grade 3</td> </tr> </tbody> </table>	<b>Position title</b>	<b>Level / Grade</b>	Whaleshark Officer	SC Level 1	Wildlife Officer	Level 4 or 5	Project Officer – Conservation	Level 5	Senior Ranger	Grade 3
<b>Position title</b>	<b>Level / Grade</b>											
Whaleshark Officer	SC Level 1											
Wildlife Officer	Level 4 or 5											
Project Officer – Conservation	Level 5											
Senior Ranger	Grade 3											
<b>Position Title</b> Nil	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>										

## 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 Marine Program Coordinator, the position is responsible for:

- Facilitating and supporting the development of a Ningaloo Coast Resilient Reef Strategy, through extensive community and stakeholder engagement which:
  - guides, focuses and assists all involved to understand and build reef resilience; and
  - identifies primary challenges and opportunities for resilience building.
- Collaborating with the *Resilient Reefs* network, subject matter experts, the *Resilient Reef* partnership, and other partners as appropriate, to leverage these resources to bring appropriate support to achieve the sustained resilience of Ningaloo reef.
- Establishing an ongoing collaborative structure that assists with the delivery of the Ningaloo Coast Resilient Reef Strategy and monitors and evaluates its impact on the reef's resilience.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

<b>Position Title</b> Chief Resilience Officer - Ningaloo Coast			
<b>Position No.</b> DBCA3125554	<b>Level/Grade</b> Level 5	<b>Specified Calling</b> N/A	<b>Effective Date</b> 24 December 2018

#### 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 Marine Program Coordinator:

##### **NINGALOO COASTAL RESILIENT REEFS STRATEGY AND PLANNING (45%)**

1. Facilitates and supports the development of a Ningaloo Coast Resilient Reef Strategy, through extensive community and stakeholder engagement, which:
  - guides, focuses and assists all involved to understand and build reef resilience; and
  - identifies primary challenges and opportunities for resilience building.
2. Develops a clear near term plan with links to existing marine and terrestrial works programs for initial implementation of priorities identified in the Ningaloo Coast Resilient Reef Strategy, including initial milestones and project tracking that ties into existing reporting requirements and improves planned outcomes.
3. Representing the department with regard to the *Resilient Reefs* initiative including collaborating with peers in the network, learning and sharing best practices and engaging potential partners across industries and sectors to advance strategy development and project design.

##### **ENGAGEMENT AND PARTNERSHIP (30%)**

4. Convenes and collaborates with a wide range of internal and external stakeholders to ensure active and inclusive input and participation by community, business and traditional owners; recognising the role the Ningaloo Coast has, for all in the community.
5. Ensures engagement across government(s) communities and non-government and private sector organisations to advance learning and identify opportunities to co-create resilience solutions and foster community ownership.
6. Collaborates with the *Resilient Reefs* network, subject matter experts, the *Resilient Reef* partnership, and other partners as appropriate, to leverage these resources to bring appropriate support to achieve the sustained resilience of Ningaloo Coast.

##### **DELIVERY AND IMPACT (20%)**

7. Establishes and engages an ongoing collaboration structure for multiple institutional, government, cultural and community partners and stakeholders to partner on delivery.
8. Identifies, establishes and incorporates strategies for embedding resilience-based management across the Ningaloo Coast and its ongoing marine and terrestrial works programs.
9. Implements projects and initiatives identified and prioritised through the Ningaloo Coast Resilient Reef Strategy development process, including establishing measures for monitoring progress and evaluating impact.
10. Identifies and pursues additional funding and partnerships needed to implement priority resilience initiatives.

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

11. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
12. 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.
13. Undertakes 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 five criteria, including the desirable criterion. These should be addressed in no more than five pages in total.**

1. Considerable experience and knowledge of working in management in a large diverse organisation such as government agency, corporation and / or not for profit organisation.
2. Evidence of highly-developed interpersonal and oral communication skills, and considerable experience in liaising, consulting and negotiating effectively with senior officers of State, Commonwealth and local governments, internal and external stakeholders, external organisations, community, Aboriginal groups, and the media to deliver positive and effective outcomes.
3. Evidence of ability to work effectively as part of a team and independently; show a high level of self-motivation, with experience and evidence of ability to implement successfully major projects involving multiple sectors or disciplines within required timeframes and resource constraints.
4. Experience in adaptive management and applying innovative approaches to marine and / or natural area management.
5. Experience in leading strategic planning and operations in the areas of public policy, reef management and or economic or community development. **(Desirable)**

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

6. Highly - developed written communication skills and evidence of ability to use computer software packages (Word, Excel, PowerPoint) to prepare reports, correspondence and discussion papers; and make effective presentations at a senior level.
7. Experience engaging with external funding partners including securing funding as well as managing governance and reporting arrangements.
8. Willingness and ability to travel interstate and overseas.
9. Understanding of occupational health and safety, and equity and diversity principles and practices.
10. Current 'C' Class Drivers Licence.
11. Tertiary qualification in natural resource management or a related discipline. **(Desirable)**
12. Experience with resilience planning or complex systems modelling **(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)**.

### 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No 2 year fixed term contract		
<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 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, Personal Computer, 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 <a href="#">National Police checks</a> .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	511112
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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>