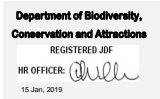


# Job Description Form

## 1. Position Details

<b>Position Title</b> District Coordinator Conservation			<b>Position Number</b> DBCA3125759
<b>Level/Grade</b> Level 5	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSGOGA 2017	<b>Effective Date</b> 15 January 2019
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Midwest Region	
<b>Section</b> Shark Bay District		<b>Location</b> Denham	

## 2. Reporting Relationships

<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 8	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JDF HR OFFICER: <i>Will</i> 15 Jan. 2019</p>														
↑ <b>Responsible to</b>																
<b>Position Title</b> District Manager	<b>Level/Grade</b> Level 6 or 7															
↑ <b>Responsible to</b>		<p><b>Other offices reporting directly to this office</b></p> <table border="1"> <thead> <tr> <th>Position title</th> <th>Level / Grade</th> </tr> </thead> <tbody> <tr> <td>Marine Park Coordinator</td> <td>Level 5</td> </tr> <tr> <td>Senior Operations Officer - Parks and Visitor Services</td> <td>Level 5</td> </tr> <tr> <td>Business Manager – Monkey Mia</td> <td>Level 5</td> </tr> <tr> <td>World Heritage Project Officer</td> <td>Level 5</td> </tr> <tr> <td>Operations Officer – Safety and Compliance</td> <td>Level 4</td> </tr> <tr> <td>Finance and Administration Officer</td> <td>Level 3</td> </tr> </tbody> </table>	Position title	Level / Grade	Marine Park Coordinator	Level 5	Senior Operations Officer - Parks and Visitor Services	Level 5	Business Manager – Monkey Mia	Level 5	World Heritage Project Officer	Level 5	Operations Officer – Safety and Compliance	Level 4	Finance and Administration Officer	Level 3
Position title	Level / Grade															
Marine Park Coordinator	Level 5															
Senior Operations Officer - Parks and Visitor Services	Level 5															
Business Manager – Monkey Mia	Level 5															
World Heritage Project Officer	Level 5															
Operations Officer – Safety and Compliance	Level 4															
Finance and Administration Officer	Level 3															
<b>This position</b>																

### Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Operations Officer Conservation	Level 4	Nil
Assistant Operations Officer	Level 1/2	Nil
Ranger	Grade 1 or 2	Nil
Rangers Assistant – Malgana	RA 1	Nil
Steep Point Contractor		

## 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 direction of the District Manager:

- Plans and implements the conservation service in the Shark Bay District, through leadership and in liaison with the District Manager, Regional Leader Conservation and the district corporate team.
- Directs, coordinates, prepares and delivers wildlife conservation plans, threat abatement programs, area management plans and monitoring programs.
- Provides advice on conservation and wildlife management 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 (%).

Under the limited direction of the District Manager:

### **SERVICE DELIVERY (20%)**

1. Coordinates and leads the implementation of the district conservation works program, determining the standards and techniques, and ensuring all activities are compatible with the department's core biodiversity conservation objectives, and environmental management responsibilities.
2. Assists the Regional Leader Conservation to prepare conservation service operations plans that reflect departmental and service objectives.
3. Ensures that all conservation works are in accordance with the *Conservation and Land Management Act 1984*, *Wildlife Conservation Act 1950*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, licensing and compliance programs, departmental standards, circulars, policies, guidelines and other relevant legislation.
4. Ensures effective communication with regional and specialist staff to achieve best practice in district conservation works.
5. Provides information and advice to the District Manager and regional staff for the preparation of correspondence, briefing notes and reports.

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

6. Prepares and implements an annual schedule of works in accordance with conservation needs, resource requirements, and seasonal and environmental factors.
7. Assists in the development of area management, wildlife management and recovery plans to ensure effective environmental and land management strategies are implemented and monitored.
8. Coordinates responses to land use planning proposals and environmental impact assessments, and monitors compliance with standards concerning the operations of other organisations, to ensure conservation values are protected or enhanced.
9. Coordinates the management of threatened ecological communities, flora and fauna and reserves in the district and ensures all conservation works are integrated with area management plans and other works programs.
10. Assumes a senior role in district, regional and departmental Incident Control teams, and participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
11. Liaises with the public, other agencies, local government, interest groups and land owners to ensure there is effective communication and delivery of district conservation outcomes.
12. Identifies opportunities for volunteer projects and cooperative ventures.

### **HUMAN RESOURCE MANAGEMENT (15%)**

13. Fosters a team spirit and culture of empowerment, providing leadership and coaching for all staff in the district conservation team, including undertaking performance development reviews, managing performance and determining training needs and ensuring effective training is provided.
14. Ensures a safe, efficient and effective working environment at all times, for all conservation staff.

### **FINANCE (10%)**

15. Prepares the annual district conservation budget and estimate schedules and advises on district conservation budgetary requirements.
16. Monitors cost effectiveness of conservation works, compiles cost data and ensures correct input of budget and expenditure data into financial systems.

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

17. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the District Manager.
18. Completes other tasks 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 four criteria. These should be addressed in no more than four pages in total.**

1. Demonstrated high level understanding of and experience in the delivery of conservation, environmental protection and natural resource management, including a sound knowledge of the threats to conservation and wildlife values and the measures required to rehabilitate and recover those values.
2. Demonstrated high level of leadership and human resource management skills and experience, including the ability to conduct performance development and management reviews.
3. Evidence of high level oral communication and interpersonal skills and experience in effective liaison and negotiation with external organisations, stakeholders, indigenous groups and community interest groups.
4. Demonstrated experience in, and knowledge of, administrative and financial management including budget preparation, expenditure control and financial reporting.

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

5. Demonstrated high level written communication skills including the ability to respond to complex and detailed enquiries, using computer software (including Word, Excel etc.) for report writing and data analysis.
6. Considerable experience and competence in fire management and knowledge of fire management principles pertaining to biodiversity conservation.
7. Physically fit, able to pass the departmental fire fitness test, demonstrated knowledge and understanding of the Incident Control System and 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.
8. Understanding of occupational health and safety, and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Tertiary qualification in a discipline relevant to natural land management or an equivalent qualification. **(Desirable)**
11. Experience in the assessment and administration of proposals through Statutory planning and environmental assessment processes. **(Desirable)**
12. Sound working knowledge of the *Conservation and Land Management Act 1984 Wildlife Conservation Act 1950, Biodiversity Conservation Act 2016, Bushfire Act 1954* and associated regulations, other legislation, awards, policies and instructions relevant to the department. **(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, 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 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.	Personal Computer, 4 WD vehicles, Fire fighting equipment, GPS, GIS		
<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 checked="" type="checkbox"/> Yes <input 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>