



Job Description Form

1. Position Details

Position Title Assistant Director, Biodiversity and Conservation Science			Position Number DBCA3104363
Level/Grade	Specified Calling Level SC5	Agreement PSA 1992/PSGOGA 2017	Effective Date 4 April 2019
Division Biodiversity and Conservation Science		Branch	
Section Directorate		Location Kensington	

2. Reporting Relationships

Position Title Director General	Level/Grade
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Responsible to

Position Title Executive Director Biodiversity and Conservation Science	Level/Grade Class 2
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Responsible to

This position



Officers under *direct* responsibility

Position Title Senior Policy Officer Policy and Projects Officer	Level/Grade Level 7 Level 5	Approx. no. FTEs supervised
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Other offices reporting directly to this office

Position title	Level/Grade
Partnerships Manager	SCL4
Program Leader x 10	SCL4, SC5
Executive Assistant	L4
Business Manager	L6

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:

Assists the Executive Director, Biodiversity and Conservation Science with the development and implementation of strategic direction, effective management, communication and strategic collaborative partnerships for Biodiversity and Conservation Science.
Responsible for strategic planning and high-level coordination of the relevant budget services and provides high level advice on complex biodiversity conservation issues affecting the Department and State.

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 (%).

Strategic Leadership and Direction

1. Undertakes strategic planning and provides strategic direction for biodiversity conservation science and knowledge, and implementation of the Department's science strategic plan.
2. Develops high level policy and strategies for delivery of biodiversity conservation and recovery programs.
3. Implements coordinated biodiversity conservation and science communication and engagement strategies to ensure science and biodiversity knowledge informs conservation management.
4. Maintains strategic engagement with internal and external science and conservation networks.
5. Contributes to effective change management to ensure delivery of departmental priorities.
6. Maintains an expert knowledge of biodiversity and conservation issues, both in Australia and overseas.

Planning and Management

7. Manages science and conservation programs to ensure effective delivery of science and biodiversity knowledge services.
8. Coordinates and prepares responses to departmental and ministerial correspondence.
9. Advises senior staff on complex biodiversity conservation and science issues and prepares reports as required.
10. Represents the Department on internal and external State and national committees and working groups as required.

Other

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. 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 in a written application. These should be addressed in no more than four pages in total.

1. Tertiary degree qualification in biological sciences or related discipline.
2. Considerable knowledge and substantial expertise in biodiversity conservation science programs.
3. Strong skills in strategic planning and policy, and provision of expert advice, in relation to biodiversity and conservation science.
4. High level ability to apply effective judgment, weigh up options and develop realistic solutions, and to effectively steer and implement change.
5. High level ability to establish networks and develop internal and external relationships to facilitate scientific collaboration and strategic alliances.

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

6. Demonstrated high level written and verbal communication skills, including the ability to negotiate effectively and adapt communication to a range of audiences.
7. Proven ability to empower, motivate and develop the diverse talents of people to deliver agreed outcomes.
8. Considerable experience in managing staff, financial and physical resources in a constrained environment.
9. Understanding of occupational health and safety, and equity and diversity principles and practices.
10. A post graduate qualification in biological sciences or related discipline. **(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.

Desirable:

Open, Accountable, Creative, Responsive, Innovative, 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

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input 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:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 .	<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
Signature:	Signature:
Date:	Date: