

# Job Description Form

## 1. Position Details

<b>Position Title</b> Technical Officer			<b>Position Number</b> DBCA3127076
<b>Level/Grade</b> Level 3	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992/PSGOCSAGA 2006	<b>Effective Date</b> 5 May 2019
<b>Division</b> Biodiversity and Conservation Science		<b>Branch</b>	
<b>Section</b> Rivers and Estuaries Science		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Principal Scientist	<b>Level/Grade</b> SCL4
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Responsible to

<b>Position Title</b> Senior Environmental Officer	<b>Level/Grade</b> SCL3
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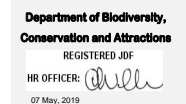
Responsible to

**This position**



Officers under *direct* responsibility

Position Title	Nil	Level/Grade	Approx. no. FTEs supervised



Other offices reporting directly to this office

Position title	Level

## 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 direction of the Senior Environmental Officer, this position contributes to the delivery of high-quality science for the management of the Swan Canning Riverpark by:
- providing technical expertise and field support for the estuarine and catchment monitoring program and associated research and;
  - ensuring operation, maintenance and calibration of monitoring equipment and the maintenance of laboratory equipment and supplies.

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

Under the general supervision of the Senior Environmental Officer and with immediate supervision:

### TECHNICAL / FIELD OPERATIONS

1. Participates in and assists with planning activities to meet monitoring requirements and field surveys.
2. Investigates, commissions, installs, operates and maintains instruments and equipment.
3. Maintains laboratory and equipment stores including inventory and ordering.
4. Undertakes incident response sampling as required.
5. Supports other staff / volunteers during field operations.

### MANAGEMENT & ADMINISTRATION

6. Ensures technical standards and quality control are met and records maintained.
7. Ensures data is appropriately captured, verified and stored on available databases.
8. Liaises and cooperates with technical experts, departmental staff, other government departments in order to ensure monitoring and field approaches are best practice.

### GENERAL

9. Undertakes administrative duties and departmental standards, as required.
10. Participates in departmental training and safety programs, as directed.
11. Willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and experience.
12. Undertakes other duties as required.

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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 essential criteria. These should be addressed in no more than three pages in total.

1. Some knowledge and practical skills relevant to field survey and monitoring programs in aquatic environments.
2. Experience in digital water resource instrumentation / technologies including software, support and servicing.
3. Ability to analyse technical problems and provide practical solutions.
4. Ability to work as a member of a team with good interpersonal and communication skills.

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

5. Ability to use a range of computer software packages.
6. Ability and preparedness to work in the field.
7. An understanding of occupational, safety and health, and equity and diversity principles and practices.
8. A current "C" class driver's licence.
9. Qualifications in electronics and/or instrumentation. **(Desirable)**.
10. Current Senior First Aid Certificate **(Desirable)**
11. Small boat handling proficiencies and hold a current Coxswain Grade 1 (near coastal) certificate (or higher qualification) or demonstrate an ability to obtain this qualification **(Desirable)**.
12. 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 those values are included as essential selection criteria for this position.

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.	1.0 FTE		
<b>Allowances and Special Conditions</b> 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:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Personal computer equipment, GPS, GIS, 4WD vehicles, towing trailers, small vessels up to 12 m length, digital camera, firefighting equipment		
<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		

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## 7. Certification

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

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