


Job Description Form

1. Position Details

Position Title Senior Operations Officer - Abrolhos Islands National Park			Position Number DBCA3127234
Level/Grade Level 5	Specified Calling N/A	Agreement PSA 1992, PSGA 2017	Effective Date 20 May 2019
Division Regional and Fire Management Services		Branch Midwest region	
Section		Location Geraldton	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED .JDF HR OFFICER: <i>Will</i> 20 May 2019</p>														
↑																
Responsible to																
Position Title Operations Manager Geraldton	Level/Grade Level 6	<p style="text-align: center;">Other offices reporting directly to this office</p> <table border="1"> <thead> <tr> <th>Position title</th> <th>Level/Grade</th> </tr> </thead> <tbody> <tr> <td>Senior Operations Officer Rangelands</td> <td>Level 5</td> </tr> <tr> <td>Senior Operations Officer C & PVS</td> <td>Level 5</td> </tr> <tr> <td>Senior Ranger Kalbarri NP</td> <td>Grade 3</td> </tr> <tr> <td>Wildlife Officer</td> <td>Level 5</td> </tr> <tr> <td>Fire Coordinator Geraldton</td> <td>Level 4</td> </tr> <tr> <td>Clerical Officer</td> <td>Level 1</td> </tr> </tbody> </table>	Position title	Level/Grade	Senior Operations Officer Rangelands	Level 5	Senior Operations Officer C & PVS	Level 5	Senior Ranger Kalbarri NP	Grade 3	Wildlife Officer	Level 5	Fire Coordinator Geraldton	Level 4	Clerical Officer	Level 1
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↑																
Responsible to																
This position																
↑																
Officers under <i>direct</i> responsibility																
Position Title 2 x Ranger (Marine)	Level/Grade Grade 1 or 2	Approx. no. FTEs supervised Nil														

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 Operations Manager Geraldton:

- Responsible for coordinating conservation and parks and visitor services activities in the Houtman Abrolhos Islands National Park.

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 (%).

SERVICES MANAGEMENT (15%)

1. Leads and coordinates the works program, determines standards and techniques, and ensures all activities are compatible with the department's core biodiversity conservation objectives, reserve management and environmental management responsibilities.
2. Ensures that all works are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, licensing and enforcement programs, departmental standards, circulars, policies, guidelines and other relevant legislation.
3. Assists in the preparation of strategic operational plans to reflect service and departmental objectives.
4. Provides information and advice to the Operations Manager on operational related and field management matters. Coordinates the preparation of correspondence, briefing notes, ministerial responses and reports, as required.

NATIONAL PARK OPERATIONS (30%)

5. Contributes to development of the National Park Management Plan. Prepares and implements an annual schedule of works in accordance with the service division plans and requirements, resource requirements, and seasonal and environmental factors.
6. Reviews and provides advice to the Operations Manager on Visitor Risk Management for departmental lands.
7. Represents the department on departmental and interdepartmental planning teams in relation to natural resource management initiatives.
8. Oversees the maintenance of marine and terrestrial equipment and facilities, including vessels, jetties, moorings, island based operational facilities, communication infrastructure and airstrips.
9. Ensures occupational health and safety legislation and principles are adhered to and that safe, efficient and effective work methods are used at all times.

EDUCATION AND PUBLIC PARTICIPATION (20%)

10. Liaises with the public, media, other government departments, local government, interest groups, tertiary and research institutions and the fishing industry to ensure there is effective communication in relation to departmental outcomes.
11. Identifies opportunities for volunteer projects and cooperative joint ventures and coordinates the management of volunteer and integrated programs.

PATROL AND ENFORCEMENT (10%)

12. Supervises the control and monitoring of commercial and recreational activities within departmental estate and provides ongoing enforcement of, and advice and education on, relevant legislation and regulations.
13. Liaises with other agencies in the integration of surveillance, enforcement and education programs and activities.

HUMAN RESOURCE AND FINANCIAL MANAGEMENT (20%)

14. Promotes and ensures there is a high standard of open, honest and clear communication; with all staff, contractors and volunteers supervised including clear delegation of authority, acceptance of responsibility and appropriate levels of accountability.
15. Fosters a team spirit and culture of empowerment and productivity, providing leadership and coaching for junior staff.
16. Completes performance development plans for all direct staff and ensures there is effective performance management of all staff supervised.
17. Determines training needs and ensures effective training is provided to all personnel supervised.
18. Prepares and administers the operational budget. Monitors cost effectiveness of works, compiles cost data, prepares reports, develops funding submissions, ensures correct input of budget and expenditure data into financial systems.

OTHER DUTIES (5%)

19. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
20. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, oil spills, wildlife or marine fauna entanglement as appropriate and as directed by the Operations Manager.
21. Completes other tasks as directed by the Operations 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 conservation estate management, including developing and coordinating work plans and strategies, education, enforcement, research and monitoring and familiarity with the principles of national park management, with a preference for someone with knowledge of marine, coastal and island ecology and management.
2. Demonstrated experience of high level leadership and management of staff, researchers, contractors and volunteers; including the ability to conduct employee development and performance management reviews.
3. Evidence of highly developed oral communication and interpersonal skills and experience in effective liaison and negotiation at a senior level with external organisations, stakeholders and the media, and handling complex and detailed interactions to achieve organisational objectives.
4. Demonstrated experience in, and knowledge of administrative and financial management, including project management, budget preparation and expenditure control within financial constraints.

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 proficiency in using computer software (including word, Excel, GPS, and GIS) for correspondence and report writing and developing and delivering presentations.
6. Experience in applying legislation and policy to achieve conservation and natural resource management goals with a preference for someone with knowledge of the Conservation and Land Management Act 1984, and Biodiversity Conservation Act 2016.
7. Demonstrated physically fit and able to pass the department's annual fire fitness test. Willingness and ability to undertake a designated role in the department's Australasian Inter-service Incident Management System (AIIMS) plus 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. Demonstrated experience in working on and skippering small boats, with a preference for a Certificate of Competency – *Coxswain Grade 1 near coastal* boating qualification.
9. Understanding of occupational, health and safety, and equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence with a preference for a current 'MR' Class Driver's Licence.
11. Significant experience in and certified documented evidence of operating on and / or acting as Master and Chief Engineer on large vessels (over 12m) offshore and holds Certificates of Competency – *Master less than 24 metres near coastal* and *Marine Engine Driver Grade 2* or higher boating qualification. (**Desirable**)
12. Tertiary qualification in a natural science relevant to nature conservation, natural resource or wildlife management or equivalent. (**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

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 checked="" 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.	Personal Computer, digital camera, GPS, 4WD vehicle, VHF radio, Vessels		
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 checked="" type="checkbox"/> Yes <input 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: