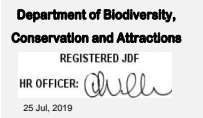


Job Description Form

1. Position Details

Position Title Conservation Employee			Position Number DBCA3067257
Level/Grade AWU Level 2	Specified Calling N/A	Agreement AWU (WA Public Sector) General Agreement 2019	Effective Date 25 July 2019
Division Regional and Fire Management Services		Branch Goldfields Region	
Section		Location Kalgoorlie	

2. Reporting Relationships

Position Title Senior Operations Officer	Level/Grade Level 5	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JDF HR OFFICER: <i>Michelle</i> 25 Jul. 2019</p>		
↑				
Responsible to				
Position Title Operations Officer	Level/Grade Level 3			
↑		Other offices reporting directly to this office		
Responsible to				
This position		<table border="1"> <tr> <td>Position title Assistant Operations Officer Conservation Employee</td> <td>Level/ Grade Level 1 / 2 AWU Level 2</td> </tr> </table>	Position title Assistant Operations Officer Conservation Employee	Level/ Grade Level 1 / 2 AWU Level 2
Position title Assistant Operations Officer Conservation Employee	Level/ Grade Level 1 / 2 AWU Level 2			
↑				
Officers under <i>direct</i> responsibility				
Position Title Nil	Level/Grade	Approx. no. FTEs supervised		

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:

Operating under direct supervision:

Participates in a range of activities relating to conservation, parks and wildlife work within the department including, fauna and flora protection, prescribed burning, bush fire suppression and control, construction and maintenance of infrastructure, and the operation of associated machinery.

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

Position Title Conservation Employee			
Position No. DBCA3067257	Level/Grade AWU Level 2	Specified Calling N/A	Effective Date 25 July 2019

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 (%).

Operating under direct supervision:

Parks and Visitor Services (30%)

1. Monitors visitor numbers and collects data.
2. Reports suspicious activity and offences on departmental land.
3. Uses various tools, machines and equipment to maintain park and land infrastructure.
4. Cleans and maintains visitor facilities including the collection and removal of rubbish.
5. Uses various tools, machines and equipment to construct park and visitor service infrastructure from a variety of materials including metal, wood, brick and cement.
6. Operates and maintains minor mobile and stationary plant and equipment.
7. Assists with the inspection of facilities
8. Uses chemicals as required.
9. Assists with liaison with Aboriginal communities and joint management operations.

Conservation (30%)

10. Participates in activities associated with the protection of flora and fauna, including controlling pests and diseases and application of chemicals.
11. Undertakes the trapping and baiting of feral animals and preparation of baits.
12. Participates in the planting and or rehabilitation of disturbed sites with native vegetation.
13. Monitors native fauna populations.

Fire Management 20%)

14. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
15. Participates in firebreak construction and maintenance.
16. Erects signage.
17. Maintains water points and strategic road access.
18. Maintains fire equipment as required.
19. Use chemicals as required.

In undertaking this role, the following generic duties also apply: (20%)

Work Quality

20. Understands and undertakes basic quality control and able to recognize basic quality faults.

Customer Service

21. Liaises with the public in a positive and constructive manner.

Ethics and Compliance

22. Ensures records are maintained and reports are prepared in accordance with departmental and district standards.
23. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.

Occupational Health and Safety

24. Responsible for personal safety and cooperates with team leader in carrying out of employee responsibilities as defined in the *Occupational Health, Safety and Welfare Act 1984*.
25. Participates in safety initiatives including team meetings, Job safety Analysis preparation, workplace inspection, hazard identification and control and accident investigations.

Other

26. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the Regional Manager.
27. Carries out other duties as required.

Position Title Conservation Employee			
Position No. DBCA3067257	Level/Grade AWU Level 2	Specified Calling N/A	Effective Date 25 July 2019

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 three criteria, including, where possible the desirable criterion. These should be addressed in no more than three pages in total.

1. Ability to participate in manual activities related to the maintenance and construction of departmental assets, flora and fauna protection and fire suppression and control with a preference for someone who has an interest or experience in recreation infrastructure maintenance and nature conservation management.
2. Commitment to adhering to occupational health and safety procedures and principles, be willing to wear prescribed safety equipment and work safely with certified chemicals.
3. Experience in operating a range of machinery, including common power tools, 4x4 vehicles, tractor, light truck, chainsaw and brush cutter. **(Desirable)**

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

4. Demonstrated literacy and numeracy skills including the ability to read and understand maps, and apply relevant guidelines, procedures, sections of Acts, policies and procedures in the work environment.
5. Ability to liaise and interact in a positive manner with knowledge and awareness of Aboriginal culture, good communication and interpersonal skills and able to work effectively in a team and with limited supervision when required.
6. Physically fit for "on the ground" operational fire work and be able to pass the departmental fire fitness test and be available for fire service consistent with the *AWU (WA Public Sector) Award 1992* and any prevailing industrial agreements, 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.
7. Willingness and ability to work away from home, often for extended periods and in remote locations and be available for occasional weekend and irregular hours of work.
8. Understanding of equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Current First Aid Certificate and Chemcert Accreditation. **(Desirable)**
11. Current 'MR' Class Driver's Licence. **(Desirable)**
12. Fire-fighting experience and certification. **(Desirable)**
13. Possess other skills or qualifications related to the position e.g. 1080 baiting certificate, firearms, animal trapping, accredited faller, first aid certificate, and common trade skills. **(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, 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.

Position Title Conservation Employee			
Position No. DBCA3067257	Level/Grade AWU Level 2	Specified Calling N/A	Effective Date 25 July 2019

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 checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD, Chainsaws, fire equipment, minor mobile and stationary plant and equipment, spraying equipment, tractor, light truck.		
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 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.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: