


# Job Description Form

## 1. Position Details

<b>Position Title</b> Senior Silviculturalist			<b>Position Number</b> DBCA3027017
<b>Level/Grade</b> SC3 or SC4	<b>Specified Calling</b> Yes	<b>Agreement</b> PSA 1992/PSGOCSAGA 2017	<b>Effective Date</b> 3 September 2019
<b>Division</b> Conservation and Ecosystem Management		<b>Branch</b> Ecosystem Health	
<b>Section</b>		<b>Location</b> Bunbury	

## 2. Reporting Relationships

<b>Position Title</b> Executive Director	<b>Level/Grade</b> Class 2													
↑														
<b>Responsible to</b>														
<b>Position Title</b> Manager, Ecosystem Health	<b>Level/Grade</b> Level 8	<b>Other offices reporting directly to this office</b> <table border="1"> <thead> <tr> <th>Position title</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Senior Land Management Officer</td> <td>SC3</td> </tr> <tr> <td>Invasive Animals Program Coordinator</td> <td>SC3</td> </tr> <tr> <td>Weeds Program Coordinator</td> <td>SC3</td> </tr> <tr> <td>Plant Diseases Program Coordinator</td> <td>SC3</td> </tr> <tr> <td>Administration and Finance Officer</td> <td>L3</td> </tr> </tbody> </table>	Position title	Level	Senior Land Management Officer	SC3	Invasive Animals Program Coordinator	SC3	Weeds Program Coordinator	SC3	Plant Diseases Program Coordinator	SC3	Administration and Finance Officer	L3
Position title	Level													
Senior Land Management Officer	SC3													
Invasive Animals Program Coordinator	SC3													
Weeds Program Coordinator	SC3													
Plant Diseases Program Coordinator	SC3													
Administration and Finance Officer	L3													
↑														
<b>Responsible to</b>														
<b>This position</b>														
↑														
<b>Officers under <i>direct</i> responsibility</b>														
<b>Position Title</b> Land Management Officer	<b>Level/Grade</b> SC1	<b>Approx. no. FTEs supervised</b> 1 FTE												

## 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:

Provides policy advice and operational guidance on the development and implementation of silvicultural practices for native forests. Monitors silvicultural standards and the attainment of silvicultural programs across the native forest estate.

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 general direction (SC3) or limited (SC4) direction of the Branch Manager:

1. Identifies, or under request, conducts investigations into silvicultural issues. Investigations include literature reviews, analysis of existing data or conducting adaptive management trials. Results are used to provide policy advice to the Director, changes or development of operational controls. 20%
2. Develops and maintains silvicultural guidelines, manuals and procedures for native forest species in liaison with relevant specialists and operations staff within the Department and with external stakeholders. 20%
3. Provides interpretation for users and authorises variations to operational practices as required. 15%
4. Identifies, coordinates or provides silvicultural training to DEC staff and external agencies. 5%
5. Ensures all silvicultural documents are available to relevant parties and adequate document control standards are applied. 5%
6. Develops silvicultural monitoring programs, ensures implementation and reports against defined outcomes and initiates appropriate corrective and/or preventative action. 10%
7. Monitors and applies timely application of silvicultural treatments and other silvicultural actions to achieve silvicultural objectives. 10%
8. Initiates and manages relevant adaptive management trials, field trials, and research that contribute to refining silvicultural guidelines, including analysis and publications of results. 5%
9. Contribute to the design of silvicultural database and develop standards for the collection, storage and use of records related to silvicultural outcomes. 5%
10. Maintains high level knowledge of the ecology and silviculture of forests. 5%

##### 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 four criteria. These should be addressed in no more than three pages in total.**

1. Bachelor of Science degree in a relevant field (e.g. Forestry or Forest Science) or an approved equivalent qualification.
2. Considerable (SC3) or extensive (SC4) demonstrated experience of silvicultural practice in native forests.
3. Demonstrated ability (SC3) or expertise (SC4) to design, plan and conduct independent investigations into sustainable forest management issues to provide policy advice and develop operational solutions.
4. Well developed (SC3) or high-level (SC4) interpersonal communication skills, including experience in liaison and negotiation with staff at a range of levels, industry and external stakeholders.

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

5. Well developed (SC3) or high level (SC4) written communication skills, including the preparation of technical reports and documents used to manage operational practices.
6. Current Motor Vehicle driver's licence. Experience in driving 4WD vehicles would be considered favourably.
7. Considerable (SC3) or extensive (SC4) experience in program planning, implementation and monitoring.
8. Knowledge of Western Australian silvicultural practices.
9. Understanding of occupational, health and safety, and equity and diversity principles and practices.
10. Post-graduate qualifications in relevant field (silviculture, forest ecology, fire management) (DESIRABLE).
11. Development and implementation of adaptive management trials that provide practical solutions to operational issues (DESIRABLE).
12. Considerable (SC3) or extensive (SC4) use of database systems to manage records (DESIRABLE).
13. 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 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

<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 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.	4WD vehicles		
<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		

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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>