


Job Description Form

1. Position Details

| | | | |
|---|---------------------------------|---|--|
| Position Title Trainee Ranger - Noongar Boodja (Mentored Aboriginal Employment and Training Partnership) | | | Position Number PA1920TR |
| Level/Grade RA1 | Specified Calling N/A | Agreement Rangers Award / RNPGA 2017 | Effective Date 13 September 2019 |
| Division Regional and Fire Management Services | | Branch | |
| Section South Coast Regional Headquarters Perth Hills District Wellington District Wheatbelt Regional Headquarters | | Location Wagyl Kaip Agreement Group Area: Albany Whadjuk Agreement Group Area: Mundaring Gnaala Karla Booja Agreement Group Area: Collie Ballardong Agreement Group Area: Narrogin | |

2. Reporting Relationships

| Position Title District Manager | Level/Grade Level 6 or 7 |  | | | | |
|---|--|---|----------------|--------------|--------------------------------|--|
| ↑ | | | | | | |
| Responsible to | | | | | | |
| Position Title WorkCentre Coordinator /r Overseer | Level/Grade AWU Level 4 / AWU Level 3 | | | | | |
| ↑ | | Other offices reporting directly to this office <table border="1" style="width: 100%;"> <thead> <tr> <th>Position title</th> <th>Level/ Grade</th> </tr> </thead> <tbody> <tr> <td>Various Conservation Employees</td> <td></td> </tr> </tbody> </table> | Position title | Level/ Grade | Various Conservation Employees | |
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| Various Conservation Employees | | | | | | |
| Responsible to | | | | | | |
| This position | | | | | | |
| ↑ | | | | | | |
| 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:

Under the immediate direction of Work Centre Coordinator / Overseer:

- Participates in a range of activities relating to conservation, and parks and wildlife work within the department including prescribed burning, bushfire suppression and control, fauna and flora protection, construction and maintenance of infrastructure, support of tourism and recreational activities and the operation of associated machinery.
- This position is a mentored employment and training opportunity for Noongar people with preference given to Noongar community members who have connection to the Agreement Group Areas.

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 the immediate direction of the Work Centre Coordinator / Overseer:

MENTORED EMPLOYMENT DEVELOPMENT PROGRAM

In the context of this position being a mentored employment development opportunity :

1. Participates in development programs focused on the acquisition of knowledge and skills linked to nationally recognised units of competency in Conservation and Land Management and Fire Operations.
2. Participates in cultural activities relating to Aboriginal heritage.
3. Participates in the servicing of park facilities, including routine cleaning and maintenance of recreation sites, litter control and waste management.
4. Assists in the fabrication, maintenance and installation of park infrastructure, including sign manufacture, painting, carpentry and stonework.
5. Assists in the maintenance of mechanical equipment; including small motors, pumps, generators, fire units, compressors, 4WD vehicles and trailers.
6. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
7. Participates in activities associated with the protection of flora and fauna, including treating weeds and application of chemicals.
8. Undertakes the trapping and baiting of feral animals.
9. Participates in the planting and rehabilitation of disturbed sites.
10. Monitors native fauna populations.

ETHICS, COMPLIANCE AND OCCUPATIONAL, HEALTH AND SAFETY

11. Ensures records are maintained and reports are prepared in accordance with departmental standards, e.g. time sheets, vehicle log books, works diary and training portfolio.
12. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.
13. Responsible for personal safety and cooperates with team leader in carrying out of employee responsibilities as defined in the *Occupational Safety and Health Act 1984*.
14. Participates in safety initiatives including team meetings, Job Safety Analysis preparation, workplace inspection, hazard identification and control and accident investigations.

PUBLIC INTERACTION

15. Assists with park visitor services including liaising with the public including commercial tour operators in a positive and constructive manner and assists with fee collection.
16. Reports suspicious activity and offences on departmental land.

GENERAL

17. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the District Manager.
18. Carries out other duties as directed by District 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, including where possible the desirable criterion. These should be addressed in no more than three pages in total.

1. These positions are employment and training opportunities for Noongar people with a preference given to people who are connected to the Agreement Group Area where the position is located. Ability to live in or around locations is preferred.
2. Interest or experience in working on country and ability to participate in manual activities related to conservation and recreation management; including maintenance and construction of visitor facilities, flora and fauna protection and fire suppression and control.
3. Ability and willingness to work towards nationally recognised units of competency in Conservation and Land Management and fire operations.
4. Evidence of ability to liaise and interact in a positive manner. Have good communication and interpersonal skills and be able to work effectively in a team.

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

5. Demonstrated literacy and numeracy skills including the ability to read and understand maps, and apply relevant procedures in the work environment, including occupational health and safety procedures and principles.
6. Physically fit for "on the ground" operational fire work and be able to pass the departmental fire fitness test 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 if required. Be available for occasional weekend and irregular hours of work. Willingness to wear prescribed safety equipment and to work safely with chemicals.
8. Understanding and accepting different cultures in a workplace and treating all staff and members of the public in a fair and equal manner.
9. Current 'C' Class Driver's Licence.
10. Experience in operating equipment such as chainsaws, brush cutters and common maintenance tools. **(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, 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 type="checkbox"/> Yes <input checked="" 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. | Mig welder, 4WD vehicle, tractor, light and / or heavy fire units, hand and power tools, generator, chainsaw | | |
| 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |

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| PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code | 234314 |
|---|--------|

7. Certification

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

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

Position Title

Trainee Ranger - Noongar Boodja (Mentored Aboriginal Employment and Training Partnership)

Position No.

PA1920TR

Level/Grade

RA1

Specified Calling

N/A

Effective Date

13 September 2019