


Job Description Form

1. Position Details

Position Title District Coordinator Conservation			Position Number DBCA0531340
Level/Grade Level 5	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 19 November 2019
Division Regional and Fire Management Services		Branch Pilbara Region	
Section Exmouth District		Location Exmouth	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8	 Registered JDF Establishment and Recruitment Officer 19 November 2019														
↑																
Responsible to	Other offices reporting directly to this office															
Position Title District Manager	Level/Grade Level 6 or 7	<table border="1"> <thead> <tr> <th>Position title</th> <th>Level/ Grade</th> </tr> </thead> <tbody> <tr> <td>SOO Ningaloo Coast</td> <td>Level 5</td> </tr> <tr> <td>PVS Officer</td> <td>Level 4</td> </tr> <tr> <td>World Heritage Program Leader</td> <td>Level 5</td> </tr> <tr> <td>Operations Officer Joint Management</td> <td>Level 3</td> </tr> <tr> <td>Marine Program Coordinator</td> <td>Level 5</td> </tr> <tr> <td>Finance and Administration Coordinator</td> <td>Level 3 or 4</td> </tr> </tbody> </table>	Position title	Level/ Grade	SOO Ningaloo Coast	Level 5	PVS Officer	Level 4	World Heritage Program Leader	Level 5	Operations Officer Joint Management	Level 3	Marine Program Coordinator	Level 5	Finance and Administration Coordinator	Level 3 or 4
Position title	Level/ Grade															
SOO Ningaloo Coast	Level 5															
PVS Officer	Level 4															
World Heritage Program Leader	Level 5															
Operations Officer Joint Management	Level 3															
Marine Program Coordinator	Level 5															
Finance and Administration Coordinator	Level 3 or 4															
↑																
Responsible to																
This position																
↑																
Officers under direct responsibility																
Position Title Conservation Officer Principal Technical Officer – Terrestrial Spatial Information Officer Reserves Officer Pilbara Islands Ranger Assistant Operations Officer	Level/Grade SC Level 1 Level 5 Level 3 Level 4 Grade 1 or 2 Level 1/2	Approx. no. FTEs supervised Nil Nil Nil Nil Nil 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 District Manager:

- Identifies, develops, implements, reports and advises on conservation programs and operations as identified in relevant regional conservation service plans, management plans, wildlife management programs, interim management guidelines and other departmental programs including development proposals.
- Directs, coordinates, prepares and delivers wildlife conservation plans, threat abatement programs, area management plans and monitoring programs.
- Provides expert advice on conservation and wildlife management matters.

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

Position Title District Coordinator Conservation			
Position No. DBCA0531340	Level/Grade Level 5	Specified Calling N/A	Effective Date 19 November 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 (%).

Under the limited direction of the District Manager:

SERVICE DELIVERY (20%)

1. Leads and coordinates the implementation of district conservation works program, determining the standards and techniques, and ensuring all activities are compatible with the department's core biodiversity conservation objectives, reserve management and environmental management responsibilities.
2. Assists the Regional Leader Conservation to prepare Conservation Service Operations Plans that reflect departmental and service objectives.
3. Ensures that all conservation works are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, *Environmental Protection and Biodiversity Conservation Act 1999*, and associated regulations, licensing and enforcement programs, departmental standards, circulars, policies, guidelines and other relevant legislation.
4. Ensures effective communication with regional and specialist staff to achieve best practice in district conservation works.
5. Provides information and technical advice in relation to the management of departmental lands and waters, to the District Manager and regional staff for the preparation of correspondence, briefing notes and reports on issues within the district.

DISTRICT OPERATIONS (50%)

6. Prepares and implements an annual schedule of works in accordance with conservation needs, Service division requirements, resource requirements, and seasonal and environmental factors.
7. Assists in the development of area management, wildlife management and recovery plans to ensure effective environmental and land management strategies are implemented and monitored.
8. Coordinates responses to land use planning proposals, environmental impact assessments, industrial developments and provides advice on threat mitigation and the management of impacts in both coastal and terrestrial environments.
9. Coordinates the management of threatened ecological communities, flora and fauna and reserves in the district and ensures all nature conservation works are integrated with area management plans and other works programs.
10. Assists with the preparation of the annual district prescribed fire operations, with the emphasis on application of fire for biodiversity conservation.
11. Liaises with other agencies, local government, interest groups, stakeholders and landowners to ensure there is effective communication and delivery of conservation outcomes and good public relations in the Exmouth district.
12. Coordinates and implements district involvement in natural resource management programs including; managing researchers, volunteers and contractors, preparing project briefs, monitoring and managing of progress, reporting, and seeking of external funding, as required.

HUMAN RESOURCE MANAGEMENT (15%)

13. Fosters a team spirit and culture of empowerment, providing leadership and coaching for junior staff in the district conservation team.
14. Determines training needs and ensures effective training is provided to all personnel supervised.
15. Participates in the development, coordination and delivery of training for conservation staff.
16. Completes Performance Development Plan reviews for all direct staff and ensures there is effective performance management of all staff supervised.
17. Ensures a safe, efficient and effective working environment at all times, for all conservation staff.

FINANCE (10%)

18. Prepares the annual conservation budget and estimate schedules and advises on district requirements for service agreements.
19. Monitors cost effectiveness of conservation works, compiles cost data and ensures correct input of budget and expenditure data into financial systems.
20. Monitors and reports on all funding proposals and external project grants.

OTHER DUTIES (5%)

21. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
22. 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.
23. Completes other tasks as directed by the District Manager.

Position Title District Coordinator Conservation			
Position No. DBCA0531340	Level/Grade Level 5	Specified Calling N/A	Effective Date 19 November 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 four criteria. These should be addressed in no more than four pages in total.

1. Considerable knowledge of, and experience in the delivery of nature conservation, and natural resource management, including planning and implementing works programs, monitoring and reporting on activities, identifying threats and values and implementing measures to rehabilitate or recover those values.
1. Evidence of highly –developed interpersonal skills and demonstrated experience in effective liaison and negotiation at a senior level to achieve organisational objectives with external organisations, including local authorities, private companies, other government agencies, stakeholders, Aboriginal groups, community interest groups and the media with evidence of having responded to and resolved complex and detailed issues.
2. Demonstrated experience, knowledge and skills in leadership and the management of staff, researchers, contractors and volunteers, including conducting employee development and performance management reviews, where appropriate.
3. Demonstrated experience in, and knowledge of administrative and financial management including budget preparation, expenditure control within financial constraints and an ability to apply for external grant applications.

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

4. Highly developed oral and written communication skills including demonstrated proficiency in the use of computer software (including Word, Excel etc.) for report writing, data analysis, databasing and operating GIS systems.
5. 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 including the ability to pass the departmental fire fitness test, with a preference for experience in assuming a designated role in district level Incident Management Teams.
6. Understanding of occupational health and safety, and equity and diversity principles and practices.
7. Current 'C' Class Driver's Licence
8. Tertiary qualification in a discipline relevant to natural land management or an equivalent qualification. **(Desirable)**
9. Considerable experience and competence in fire management and knowledge of fire management principles pertaining to biodiversity conservation. **(Desirable)**
10. Experience in the assessment and administration of proposals through the Statutory planning and environmental assessment processes. **(Desirable)**
11. Sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* associated regulations, awards, and policies relevant to the department. **(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.

Position Title District Coordinator Conservation			
Position No. DBCA0531340	Level/Grade Level 5	Specified Calling N/A	Effective Date 19 November 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 checked="" type="checkbox"/> North West Leave	
	<input checked="" 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, 4WD vehicle, fire-fighting equipment, GIS. GPS		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234311
---	--------

7. Certification

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

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