

# Job Description Form

## 1. Position Details

<b>Position Title</b> Project Officer – Joint Management			<b>Position Number</b> DBCA3127634
<b>Level/Grade</b> Level 6	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSCA 2019	<b>Effective Date</b> 26 November 2019
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Midwest Region	
<b>Section</b>		<b>Location</b> Geraldton	

## 2. Reporting Relationships

<b>Position Title</b> Executive Director Regional and Fire Management Services	<b>Level/Grade</b> Class 2	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JDF HR OFFICER: <i>Will</i> 26 Nov. 2019</p>																
↑																		
<b>Responsible to</b>																		
<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 8	<p style="text-align: center;">←</p> <p><b>Other offices reporting directly to this office</b></p> <table border="1"> <thead> <tr> <th>Position title</th> <th>Level / Grade</th> </tr> </thead> <tbody> <tr> <td>2 x District Manager</td> <td>Level 6 or 7</td> </tr> <tr> <td>Operations Manager</td> <td>Level 6</td> </tr> <tr> <td>Regional Leader Fire Management</td> <td>Level 5 or 6</td> </tr> <tr> <td>Regional Leader Conservation</td> <td>Level 7</td> </tr> <tr> <td>Regional Leader PVS</td> <td>Level 7</td> </tr> <tr> <td>Regional Business and Finance Manager</td> <td>Level 6</td> </tr> <tr> <td>PA to Regional Manager</td> <td>Level 3</td> </tr> </tbody> </table>	Position title	Level / Grade	2 x District Manager	Level 6 or 7	Operations Manager	Level 6	Regional Leader Fire Management	Level 5 or 6	Regional Leader Conservation	Level 7	Regional Leader PVS	Level 7	Regional Business and Finance Manager	Level 6	PA to Regional Manager	Level 3
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↑																		
<b>Responsible to</b>																		
<b>This position</b>																		
↑																		
<b>Officers under direct responsibility</b>																		
<b>Position Title</b> Nil	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>																

## 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:

<p>Under the minimal direction of the Regional Manager:</p> <p>Coordinates negotiations for Plan for Our Parks outcomes, Indigenous Land Use Agreements (ILUAs) and Joint Management Agreements in the Midwest Region, including:</p> <ul style="list-style-type: none"> <li>• coordinating meetings with Aboriginal corporations, traditional owners and stakeholders in the region;</li> <li>• developing communication strategies for Plan for Our Parks, ILUA and joint management negotiations;</li> <li>• liaising with other relevant departmental staff (e.g. Office of the Director General, Parks and Visitor Services) and government agencies to progress negotiations; and</li> <li>• assessing policy gaps and contributing to the development of guidelines and standards for joint management and traditional owner engagement.</li> </ul>
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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 minimal direction of the Regional Manager:

##### **JOINT MANAGEMENT, COMMUNICATION, LIAISON AND PUBLIC ENGAGEMENT (70%)**

Under the guidance of the Regional Manager and in consultation with District Managers and other relevant staff and having regard for Corporate policy, procedure and guidelines for Aboriginal engagement:

1. Coordinates and leads Traditional Owner, community and stakeholder engagement for the creation of new national parks under the Plan for Our Parks initiative.
2. Coordinates meetings and leads negotiations with traditional owners to develop ILUAs and associated Joint Management Agreements for new national parks under the Plan for Our Parks initiative and other reserves.
3. Leads the development of departmental funding agreements for projects and employment programs with native title groups in the region.
4. Liaises extensively with relevant departmental staff (e.g. Office of the Director General, Parks and Visitor Services) government agencies (including the State Solicitors Office), external bodies and stakeholders to ensure the timely development, progression and completion of Midwest ILUAs.
5. Develops communication strategies for Plan for Our Parks and ILUA negotiations in the region.
6. Ensures effective liaison and communication is maintained throughout the region between Traditional Owner groups and the department through the establishment and implementation of Joint Management Bodies (JMBs).
7. Ensures that Terms of Reference for JMBs across the region are consistent in content and implementation.
8. Assesses policy gaps and contributes to the development of guidelines, standards and policy relating to joint management, traditional owner engagement and Aboriginal employment in the Midwest Region.
9. Promotes effective public relations and communicates the department's mission and goals to traditional owners, key stakeholders, the media and the community.

##### **ADMINISTRATION (20%)**

10. Reports progress of Plan for Our Parks, ILUA and Joint Management Agreement negotiations to relevant senior staff and the Office of the Director General, having regard for reporting timelines and milestones.
11. Reviews joint management plans associated with ILUA negotiations on behalf of the region

##### **GENERAL (10 %)**

12. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
13. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the Regional Manager.
14. Undertakes other duties as directed by the Regional 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 three criteria. These should be addressed in no more than three pages in total.

1. Evidence of highly developed oral communication and interpersonal skills and considerable experience in effectively engaging, communicating and liaising with Aboriginal people, the community, stakeholders and government agencies.
2. Evidence of ability and willingness to work with Traditional Owners to deliver joint management outcomes in the context of the region's Plan for Our Parks.
3. Experience or sound understanding of ILUA negotiations and/or management planning processes.

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

4. Demonstrated high level written communication skills including the use of computer software for report writing, data analysis and data management.
5. Knowledge of and experience in conservation and natural land management.
6. Considerable experience and competence in financial management and other management systems; including project management, risk management, and information technology.
7. Physically fit, able to pass the annual fire fitness test, and 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. Understanding of occupational, health and safety, equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Tertiary qualification in a discipline relevant to parks and visitor services or natural resource management or equivalent qualification (**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, 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 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:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	4WD Vehicle, Personal Computer		
<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		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	511112
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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>