


# Job Description Form

## 1. Position Details

<b>Position Title</b> Visitor Interpretation Officer			<b>Position Number</b> DBCA3130098
<b>Level/Grade</b> Level 3	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSGA 2017	<b>Effective Date</b> 13 December 2019
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Pilbara Region	
<b>Section</b> Exmouth District		<b>Location</b> Exmouth	

## 2. Reporting Relationships

<b>Position Title</b> District Manager	<b>Level/Grade</b> Level 6 or 7	 Registered JDF Establishment and Recruitment Officer 13 December 2019			
↑ <b>Responsible to</b>					
<table border="1"> <tr> <td><b>Position Title</b> Parks and Visitor Services Officer</td> <td><b>Level/Grade</b> Level 4</td> </tr> </table>	<b>Position Title</b> Parks and Visitor Services Officer		<b>Level/Grade</b> Level 4	<table border="1"> <tr> <td><b>Position title</b> Senior Ranger</td> <td><b>Level/ Grade</b> Grade 3</td> </tr> </table>	<b>Position title</b> Senior Ranger
<b>Position Title</b> Parks and Visitor Services Officer	<b>Level/Grade</b> Level 4				
<b>Position title</b> Senior Ranger	<b>Level/ Grade</b> Grade 3				
↑ <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:

Under the direction of the Parks and Visitor Services Officer:

- Develops, coordinates and implements public education, community liaison and interpretation programs for the Exmouth District.

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 direction of the Parks and Visitor Services Officer:

### **PROGRAM DESIGN & IMPLEMENTATION (60%)**

In consultation with district, regional and specialist staff:

1. Designs, develops, and delivers interpretive public education materials for the Ningaloo Coast World Heritage Area, which includes National Parks, Marine Parks and Island Reserves in order to promote tourism of these departmental assets. Education materials would be used to promote and deliver:
  - school based education programs including school holiday activities;
  - understanding of threatened species and dangerous fauna; and
  - community awareness and appreciation of the department's role in the Ningaloo Coast World Heritage Area.
2. Ensures delivery of interpretive programs by other district or regional staff is consistent with developed educational materials.
3. Prepares communication, interpretation, sign and environmental education plans for the Exmouth District.
4. Organises, coordinates and assists with the delivery of information sessions and displays at local and regional festivals, shopping centres and boat ramps.
5. Supervises contractors, guides, leaders and volunteers involved in community education programs and activities, where appropriate.
6. Assists with the preparation of the annual works plan for Exmouth Parks and Visitor Services program, and monitors and manages the interpretation and education budget.
7. Monitors and evaluates the effectiveness of interpretive and community education projects.

### **COMMUNITY LIAISON AND PUBLIC ENGAGEMENT (25%)**

8. Liaises with community groups and other stakeholders (internal and external to the department) to identify opportunities for community education programs for the district; for marine, conservation and fire management. Seeks input into interpretation projects and promotes cooperative development of projects.
9. Liaises with managers of community education information distribution points (e.g. Visitor Centres, other agencies, website managers) to ensure that information is present and current, and other staff are providing accurate and consistent information.
10. Liaises closely with the Pilbara Region Visitor Centre Manager, World Heritage Program Manager and other district/regional staff to ensure a consistent and coordinated approach to public communication themes and messaging.

### **MEDIA (10%)**

11. Researches and prepares all forms of interpretative media releases within the district including publications, brochures, information panels, information sessions, displays, electronic media and other publications.
12. Updates departmental intranet and website with relevant interpretative material and follows protocols and procedures for electronic information updating and media releases
13. Assists with the development and management of content and design of all Exmouth District related websites, including Parkstay, Parks and Wildlife Website, as well as touchscreens and other media that provide information on department in the District, including social media and newsletter publications.
14. Seeks opportunities to promote and market interpretative and environmental educational activities and programs to the public.

### **GENERAL (5%)**

15. Assists in the preparation of external funding applications for educational and interpretive projects.
16. Participates in travelling, working and camping in remote areas of the Pilbara.
17. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
18. 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.
19. Undertakes other duties as directed by the Parks and Visitor Services Officer.

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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. **Some** experience and demonstrated competence in planning, designing, developing and implementing interpretive and eco educational activities and programs, with a preference for working knowledge of and commitment to environmental and cultural interpretation.
2. **Some** experience in communicating and liaising with external organisations, stakeholders, the community, volunteers and special interest groups including traditional owners, to build effective networks and promote community support and involvement in projects.
3. Demonstrated ability to work effectively as part of a team and independently, show a high level of self-motivation and have an ability to organise and complete projects within required timeframes and budgets.

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

4. Well-developed oral and written communication skills, including public presentation skills and the use of relevant computer software (i.e. MS office programs) with an ability to use desktop publishing software (i.e. Adobe, graphic design products).
5. Some experience in liaising with the media, the preparation of media releases and handling sensitive or controversial issues with the media.
6. Demonstrated physically fit, able to pass the departmental 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. Willing and able to travel, work and camp in remote areas of the region.
7. Understanding of occupational, health and safety and equity and diversity principles and practices.
8. Current 'C' Class Driver's Licence manual endorsement an advantage.
9. Tertiary qualifications in natural sciences, communication, education or other relevant fields. **(Desirable)**
10. Knowledge of departmental policies and guidelines relevant to visitor use of conservation estate and or natural resource management in the north of Western Australia. **(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.

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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 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:
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Personal computer, word processing, email, digital camera, video equipment, GPS, satellite phones, radios ( UHF, VHF, HF)		
<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 checked="" type="checkbox"/> Yes <input 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 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: