



# Job Description Form

## 1. Position Details

<b>Position Title</b> Regional Wildlife Officer			<b>Position Number</b> DBCA0077630
<b>Level/Grade</b> Level 5	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSGA 2017	<b>Effective Date</b> 12 November 2019
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Goldfields Region	
<b>Section</b>		<b>Location</b> Kalgoorlie	

## 2. Reporting Relationships

<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 8
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Responsible to

<b>Position Title</b> Regional Leader Conservation	<b>Level/Grade</b> Level 6
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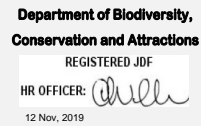
Responsible to

**This position**



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		



Other offices reporting directly to this office



Position title	Level/ Grade
Conservation Officer Flora/Fauna	SC Level 2

## 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 minimal direction of the Regional Leader Conservation:

- Delivers parks and conservation compliance services in the Goldfields region. Leads investigations, conducts nature protection issue and licence assessments, plans and advises on nature protection issues generally, responds to reports of new introduced alien species in the wild and assists in the management of interactions between the public and wildlife.

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 from the Regional Leader Conservation:

### COMPLIANCE SERVICES (50%)

1. Leads and conducts complex investigations to detect, deter and apprehend unlawful wildlife and clearing activity related to biodiversity and nature protection on all land and waters. Responsibilities include:
  - Contributing to the development of detailed plans and methodologies to identify and eliminate unlawful activity related to biodiversity and nature protection.
  - Planning individual projects to investigate, collect evidence and take appropriate action in accordance with approved targets, strategies and relevant regulatory compliance policies.
  - Preparing reports and legal documents as required to ensure successful legal outcomes as a result of investigations.
  - Liaising with State Solicitors Office, attends court and presents evidence to support prosecution action.
2. Investigates the development of techniques and technology to improve the efficiency and effectiveness of compliance programs.
3. Leads and /or coordinates law enforcement activities within the region as part of approved investigations where additional staff or regions are involved.
4. Monitors and undertakes audits of activities regulated under the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, the *Biosecurity and Agriculture Management Act 2007*, and *Animal Welfare Act 2002* and their associated regulations.
5. Monitors wildlife imports and exports in accordance with program plans and objectives.
6. Regulates managed fauna, liaises with wildlife industry representatives, the general public, hobbyists and monitors field and licensed activities.
7. Establishes and maintains an information network, gathers intelligence and assesses reports received from other officers and recommends appropriate action.
8. Contributes to the development of departmental offence and intelligence databases, including bio security awareness and monitoring.

### COMMUNICATION AND COMMUNITY LIAISON (20%)

9. Liaises internally and establishes and maintains a close working relationship with district, regional, and departmental Wildlife Protection Branch personnel to ensure an integrated and co-operative delivery of nature protection services.
10. Liaises with State and Commonwealth enforcement agencies; government and non-government organisations and members of the public on nature protection compliance and related matters.
11. Responds to public enquiries regarding emergency wildlife issues and with assistance of other relevant departmental personnel engages in a speedy and integrated response,
12. Advises the public, government and non-government agencies and special interest groups regarding wildlife protection legislation and policy,
13. Develops responses to public enquiries regarding the department's enforcement policies and prepares briefings for senior staff and the Minister where required, for referral via the Regional Leader.

### ASSESSMENT AND EMERGENCY RESPONSES (20%)

14. Conducts field enquiries into wildlife licence applications, assess complaints of nuisance, damage causing and dangerous fauna, conducts enquiries into sick and injured fauna, provides advice, issues licences as required and reports.
15. Attends fauna emergencies and assists in determining and implementing appropriate rescue/recovery, gathers data for central data basing and in large scale events acts in accordance with the incident management systems.
16. Conducts investigations into reports of new introduced species observed in the wild and assists with the development and implementation of eradication strategies.
17. Participates in bushfire control operations, fire emergency availability and incident control activities, as required.
18. Maintains the regional database for reported fauna incidents from industry, analyses received information and if appropriate, formulates a response into incidents or trends.
19. Assists with regional environmental impact assessments as directed.

### EDUCATION AND AWARENESS (5%)

20. Provides information to the public and various organisations, including the indigenous community and contributes to media and journal articles on wildlife and compliance issues, nature conservation and protection.
21. Prepares and delivers nature conservation and protection presentations and other public awareness programs to regional organisations, clubs and other groups, as appropriate.

### GENERAL (5%)

22. Develops and delivers investigation skills training, including preparation of training material for regional personnel engaged in biodiversity and nature protection related enforcement functions, and managing interactions with wildlife and members of the public.
23. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
24. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the Regional Manager.
25. Performs other duties as required.

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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 5 criteria. These should be addressed in no more than a total of 5 pages.

1. Considerable experience in conducting criminal investigations and knowledge of the general principals and procedures associated with the preparation of full briefs of evidence for criminal prosecutions.
2. Sound knowledge of legislation, associated policies and guidelines relating to biodiversity and nature protection issues.
3. Demonstrated experience in appropriately interpreting legislation, policies and guidelines and their application for wildlife nature protection issues, with a preference for those with a broad knowledge of biodiversity protection, compliance management and regulation issues in Australia.
4. Working knowledge of the industries regulated under biodiversity and nature protection; ability to identify flora, fauna, and exotic animals, and experience in managing human interactions with wildlife.
5. Proven leadership, co-ordination, project management and organisational experience, including demonstrated ability to meet deadlines, work under pressure and achieve results.

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

6. Sound interpersonal, written and oral communication skills; including the ability to prepare investigative reports, use computers (including database update and interrogation and GIS applications), make public presentations, testify in court proceedings, present training sessions, and provide written and oral advice to senior management and regional staff.
7. Ability to work and collaborate effectively in a team environment with a broad range of other staff and clients, and communicate and liaise with internal and external stakeholders, organisations, the community, media and special interest groups including indigenous Australians.
8. Ability and willingness to travel, be available for weekend and irregular hours of work.
9. Ability to pass and maintain to standard 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.
10. Understanding of occupational health and safety and equity and diversity principles and practices.
11. Current 'C' Class Driver's Licence including manual drive vehicles.
12. Possession of a tertiary qualification in relevant field such as environmental management, natural resource management, conservation biology and/or possession of qualifications in the field of regulatory compliance such as Certificate IV in (Government) investigations. **(Desirable)**
13. A working knowledge of fire protection issues and emergency procedures, and an ability to fill an allocated Incident Control Supervisor role. **(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 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, GPS, GIS, Firearms, Wildlife capture and restraint equipment.		
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current Police clearance certificate demonstrating no criminal conviction and ability to meet security classification "Protected".		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	599599
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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>