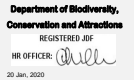


# Job Description Form

## 1. Position Details

<b>Position Title</b> Senior Environmental Officer (Knowledge Exchange)			<b>Position Number</b> DBCA3130477
<b>Level/Grade</b>	<b>Specified Calling</b> SC3	<b>Agreement</b> PSA 1992 / PSCA 2019	<b>Effective Date</b> 17 January 2020
<b>Division</b> Biodiversity and Conservation Science		<b>Branch</b>	
<b>Section</b> Marine Science Program		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Marine Science Program Leader	<b>Level/Grade</b> SC4											
↑ <b>Responsible to</b>												
<b>Position Title</b> Principal Research Scientist	<b>Level/Grade</b> SC4											
↑ <b>Responsible to</b>												
<b>This position</b>		<b>Other offices reporting directly to this office</b> <table border="1"> <thead> <tr> <th>Position title</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Senior Research Scientist</td> <td>SC3</td> </tr> <tr> <td>Research Scientist</td> <td>SC2</td> </tr> <tr> <td>Research Scientist (Ecolnfomatics)</td> <td>SC2</td> </tr> <tr> <td>Administration Officer</td> <td>4</td> </tr> </tbody> </table>	Position title	Level	Senior Research Scientist	SC3	Research Scientist	SC2	Research Scientist (Ecolnfomatics)	SC2	Administration Officer	4
Position title	Level											
Senior Research Scientist	SC3											
Research Scientist	SC2											
Research Scientist (Ecolnfomatics)	SC2											
Administration Officer	4											
↑ <b>Officers under <i>direct</i> responsibility</b>												
<b>Position Title</b>	<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:

- Strategically plans, develops and implements conservation initiatives including those to mitigate and/or manage major pressures (e.g. artificial light, feral animals, marine debris and climate change) on flatback turtles in Western Australia.
- Facilitates the exchange of knowledge and information for use in decision making; assesses and measures effectiveness of different conservations strategies; implements actions to achieve outcomes and maintains strategic partnerships in DBCA and with external stakeholders.

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 guidance of the Principal Research Scientist:

1. Plan and manage team-focused projects that will deliver sustained improvements to the conservation of marine turtles and include methods to measure project success. Manage staff and contractors assigned to these projects.
2. Develop and implement knowledge-based conservation strategies for flatback turtles using stakeholder engagement and effective knowledge exchange pathways.
3. Consult and collaborate with stakeholders to deliver beneficial conservation outcomes.
4. Manage knowledge and information exchange between the Northwest Shelf Flatback Turtle Conservation Program (NWSFTCP) and stakeholders and partners using innovative and creative means to ensure maximum conservation benefit.
5. Translate complex scientific knowledge into appropriate products and tools, resources and products that can be disseminated to stakeholders in a way that leads to positive behavioural changes, informs policy and management and leads to conservation outcomes.
6. Develop and deliver appropriate educational material about the conservation of flatback turtles to a range of stakeholders such as local government, industry, community groups, schools and the broader community.
7. Creates media and website content to support the objectives of the NWSFTCP and broader Department.
8. Plan, build and maintain relationships and partnerships with diverse NWSFTCP stakeholders to facilitate knowledge exchange and the delivery of educational material.

#### Other

9. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
10. Undertakes other duties as directed by the Marine Science Program Leader.

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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. These should be addressed in no more than three pages in total.

1. Demonstrated substantial experience planning and implementing collaborative multi-stakeholder projects that have delivered conservation outcomes (**Essential**), in a marine environment (**Desirable**).
2. Demonstrated understanding of knowledge exchange principles and experience in using knowledge exchange in conservation programs.
3. Demonstrated interpersonal skills including the ability to lead and manage staff and contractors to ensure a productive and outcome focused work environment.
4. Demonstrated experience in developing and/or using innovative and creative communication and education products and tools to assist conservation, including having communicated scientific information to diverse stakeholders.

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

5. A tertiary degree in marine science, environmental management, science communication or relevant discipline.
6. Willingness and ability to travel within Western Australia, including to remote locations.
7. Understanding of occupational health and safety, equity and diversity principles and practices.
8. Current C Class Driver's Licence.
9. Experience in assessing opportunities and risks of different strategies to measure the success of conservation initiatives (**Desirable**).
10. Post-graduate degree in communication, media, or relevant discipline (**Desirable**).
11. Experience working in a cross-cultural environments and multi-disciplinary teams (**Desirable**).
12. 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 (**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.

#### Desirable:

*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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No (4 years)		
<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 ie 60% of full time hours.	1.0		
<b>Allowances and Special Conditions</b> 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:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<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
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>