

Job Description Form

1. Position Details

Position Title Ranger (Seasonal) – Geikie Gorge			Position Number DBCA3093843
Level/Grade Grade 1 or 2	Specified Calling N/A	Agreement Rangers Award / RNPGA 2017	Effective Date 27 June 2018
Division Regional and Fire Management Services		Branch Kimberley Region	
Section West Kimberley District		Location Broome	

2. Reporting Relationships

Position Title Operations Officer Bunuba	Level/Grade Level 4
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Responsible to

Position Title Senior Ranger Geikie Gorge	Level/Grade Grade 3
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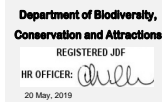
Responsible to

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
Seasonal Rangers Geikie Gorge	Grade 1 or 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 the immediate direction of the Senior Ranger Geikie Gorge:

- Undertakes all aspects of operations for Geikie Gorge boat cruise, including vessel operation, provision of high quality visitor interpretation, selling of tickets and merchandise and handling public monies.
- Carries out programmed operational activities and field logistical support within and external to Geikie Gorge National Park and Geikie Gorge Conservation Park, including maintenance and servicing of facilities and infrastructure, visitor control, providing information to visitors and the delivery of nature conservation programs as directed.

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 immediate direction of the Senior Ranger Fitzroy Geike Gorge:

BOAT TOUR OPERATIONS (50%)

1. Operates boat cruises as rostered, providing a commentary to passengers on the geology, flora, fauna, and history of Geikie Gorge.
2. Assists visitors to embark and disembark on the tour boat ensuring vessel is loaded safely and provide guidance and physical assistance during departure and arrival of tour boat as required.
3. Selling of tickets and merchandise through MYOB shop front, ensuring all collected monies are accounted for in accordance with the *Financial Management Act 2006*.

OPERATIONS (20%)

4. Undertakes and supervises operations in the parks and visitor services program and nature conservation programs in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements within the West Kimberley district.
5. Implements conservation programs, including weed and feral animal control, rehabilitation of degraded areas.
6. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
7. Undertakes fabrication and maintenance of park visitor services infrastructure, (facilities, signage, tracks/trails) including litter control and waste management as required.

STAFF (10%)

8. Supervises the work of maintenance workers, trainees, volunteers and contractors, where applicable, to the prescribed work standard.
9. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behavior, as well as in dealings with those listed in 8 above.

PUBLIC INTERACTION (10%)

10. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
11. Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups, indigenous organisations and other stakeholders.
12. Participates in the implementation of community education and interpretative activities.
13. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984*, the *Wildlife Conservation Act 1950* and the *Biodiversity Conservation Act 2016*, as required.
14. Responsible for the management and mitigation of visitor risk.

GENERAL (10%)

15. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
16. 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 District Manager.
17. 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 4 criteria. These should be addressed in no more than 3 pages in total.

1. Good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2) liaison with the public, commercial tourism operators, community groups, Indigenous groups and other stakeholders.
2. Demonstrated ability to work effectively in a team, show initiative and to work unsupervised.
3. Ability to (Grade 1) or demonstrated experience in (Grade 2) construction and maintenance, carrying out routine maintenance duties, including the use of hand tools, power tools, chainsaws and small engines.
4. Possession of one of the following marine qualifications: Coxswain Grade 1 or higher (preferable), or Coxswain Grade 2 Near Coastal, carrying passengers, with 30 days of endorsed sea time (minimum requirement)

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

5. Physically fit, must be able to pass the departmental fire fitness test, be able and willing to work in remote areas, plus 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.
6. Demonstrated competence in written and oral communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of park related public involvement, interpretative and educational activities, and ability to be proficient (Grade 1) or demonstrated proficiency (Grade 2) in word processing, and the use of spreadsheets and database software.
7. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated with visitor management and natural resource management, including awareness of the principles and practices of Visitor Risk Management.
8. Appointment / Progression to Grade 2 is dependent upon possessing a Certificate of Conservation and Land Management, or a Certificate of proficiency in Maritime Safety and Vessel operation or an equivalent qualification.
9. Understanding of occupational, health and safety, equity and diversity principles and practices.
10. Current C Class and 'HR' Class Driver's Licences.
11. Knowledge of the *Conservation and Land Management Act 1984*, the *Wildlife Conservation Act 1950* and the *Biodiversity Conservation Act 2016* and associated regulations, in particular in relation to compliance management. **(Desirable)**
12. Possession of "MR" Class Driver's Licence. **(Desirable)**
13. Demonstrated competence in the coordination and supervision of volunteers. **(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, Innovative, 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

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" 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 Full time position for 6 months		
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 checked="" type="checkbox"/> No Fixed Hours (Rangers only)	
	<input checked="" type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD, chainsaw, hand tools, firefighting equipment, GPS, trucks, HIAB crane, skid steer machines, pontoon boat and chemical use.		
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	234314
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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: