


Job Description Form

1. Position Details

Position Title Land Administration Officer			Position Number DBCA3131461
Level/Grade 3 or 4	Specified Calling N/A	Agreement PSCA 2019	Effective Date 17 March 2020
Division Parks and Visitor Services		Branch Aboriginal Engagement, Planning, and Lands Branch	
Section Land Services Unit		Location Kensington	

2. Reporting Relationships

Position Title Manager Aboriginal Engagement, Planning, and Lands Branch	Level/Grade	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JOF HR OFFICER: <i>Will</i> 17 Mar, 2020</p>								
↑ Responsible to										
Position Title Land Service Coordinator	Level/Grade 6	Other offices reporting directly to this office <table border="1"> <thead> <tr> <th>Position title</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Land Administration Officer (x2)</td> <td>4</td> </tr> <tr> <td>Land Administration Office</td> <td>3</td> </tr> <tr> <td>Land Tenure Consultant</td> <td>6</td> </tr> </tbody> </table>	Position title	Level	Land Administration Officer (x2)	4	Land Administration Office	3	Land Tenure Consultant	6
Position title	Level									
Land Administration Officer (x2)	4									
Land Administration Office	3									
Land Tenure Consultant	6									
↑ Responsible to										
This position										
↑ Officers under direct responsibility										
Position Title N/A	Level/Grade N/A	Approx. no. FTEs supervised None								

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 direct supervision (Level 3) or guidance (Level 4) of the Land Services Coordinator undertakes tenure administration for the terrestrial conservation and forest estate managed by the Department, including the acquisition of Crown lands for addition to conservation or forest reserves.

As part of a team attends to land tenure enquiries and proposals that fall within specified Departmental Regions as determined by the Land Services Coordinator.

Assists with completing the legislative, policy and administrative actions required to achieve the outcomes of the Government's Plan for Our Parks Initiative.

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 direct supervision (Level 3) or guidance (Level 4) of the Land Services Coordinator consults, liaises and negotiates with Departmental officers and external stakeholders (including Government agencies, local government authorities and the public) to bring about land tenure changes in relation to:

CONSERVATION ESTATE

70%

1. Acquires land for addition to the conservation estate in accordance with approved management plans and Departmental policies and priorities.
2. Liaises with Departmental District and Regional offices to implement proposals to acquire areas of Crown land for addition to the conservation estate.
3. Investigates and completes the necessary legislative and policy actions to amend existing conservation reserves.
4. Investigates and monitors the progress of proposals to amend existing or create new conservation reserves.

FOREST ESTATE

5%

5. Assists in assessing and providing advice on land tenure proposals affecting the forest estate (State forest and timber reserves) including additions, and excisions for roads or other purposes.

OTHER

25%

6. Provides advice to senior Department staff and other agencies as necessary on land tenure proposals.
7. Drafts correspondence and briefing notes for the Branch Manager, Executive Director, Deputy Director General, Director General and the Minister for the Environment as required.
8. Pursuant to the *Conservation and Land Management Act 1984* and the *Land Administration Act 1997*, makes submissions or provides advice to the Conservation and Parks Commission.
9. Maintains files, registers, records and databases pertaining to the Department's conservation and forest estate.
10. Attends meetings as required.
11. Undertakes other duties as required by the Land Services Coordinator and Branch Manager.
12. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

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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 five criteria. These should be addressed in no more than five pages in total.

1. Demonstrated awareness (L3) or knowledge (L4) of conservation reserves and their creation, administration and management.
2. An ability (L3) or experience (L4) in documenting and acting on recommendations in management plans for changes in land tenure.
3. Knowledge (L3) or working knowledge (L4) of the relevant sections of the *Conservation and Land Management Act 1984* and the *Land Administration Act 1997* related to the creation, administration and management of conservation reserves (DESIRABLE).
4. Demonstrated ability (L3) or experience (L4) in liaising and consulting other Government agencies and local government authorities involved in land administration processes (DESIRABLE).
5. An understanding of Departmental policies and programs for conserving biodiversity through the acquisition and reservation of land (DESIRABLE).

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

6. Demonstrated good verbal and written communication skills.
7. General computer skills working with word processing and other computer applications including databases, spreadsheets and geographic information systems software.
8. Understanding of, and commitment to, occupational safety and health and equity and diversity principles and practices.
9. Possession of, or progress towards a relevant tertiary qualification (DESIRABLE).
10. 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

Position Status Does the position form part of the permanent structure?	<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 ie 60% of full time hours.	1		
Allowances and Special Conditions 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:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
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"/> 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 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: