


Job Description Form

1. Position Details

Position Title Operations Officer			Position Number DBCA3123034
Level/Grade Level 4	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 7 January 2020
Division Regional and Fire Management Services		Branch South West Region	
Section		Location Bunbury	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8			
↑ Responsible to				
Position Title Regional Parks Coordinator	Level/Grade Level 6			
↑ Responsible to		Other offices reporting directly to this office		
This position		<table border="1"> <tr> <td>Position title Senior Project Officer</td> <td>Level/ Grade Level 7</td> </tr> </table>	Position title Senior Project Officer	Level/ Grade Level 7
Position title Senior Project Officer	Level/ Grade Level 7			
↑ Officers under <i>direct</i> responsibility				
Position Title Ranger 2 x Trainee Ranger	Level/Grade Grade 1 or 2 RA1	Approx. no. FTEs supervised Nil Nil		

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 general direction of the Regional Parks Coordinator:

- Organises and undertakes the implementation of operations, works programs, activities and projects within the Preston River to Ocean Regional Park and Leschenault Regional Park of the South West Region, known as Regional Parks.
- Monitors and reports on operations.
- Liaises with community, key stakeholders and community groups in a positive and informed manner.
- Undertakes an active role in prescribed burning and bushfire suppression operations.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Position Title Operations Officer			
Position No. DBCA3123034	Level/Grade Level 4	Specified Calling N/A	Effective Date 7 January 2020

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 general direction of the Regional Parks Coordinator:

SERVICES DELIVERY (10%)

1. Determines the standards and techniques for implementing the works programs. Ensures all activities are compatible with the department's objectives & responsibilities
2. Coordinates the annual works program with respect to Interim Management Plan priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Bush Fires Act 1954*, associated regulations and other relevant legislation, circulars, policies and guidelines.

REGIONAL PARKS OPERATIONS (50%)

4. Organises the planning and implementation of management actions and programs prescribed in the annual works program and management plans, to protect biodiversity and enhance visitor experience on departmental managed lands; including:
 - Undertaking specific conservation projects as required, including pest animal control (1080 baiting programs, rabbit fumigation) and weed control;
 - developing and maintaining recreational sites in the Regional Parks; and
 - undertaking specific parks and visitor services projects, managing contracts and the management of relevant data collection programs, as required.
5. Communicates effectively, both verbally and written, with other staff, regional and specialist staff to ensure best practice activities. Prepares reports, enters and stores data and maintains records.
6. Liaises and maintains networks with departmental staff and external stakeholders, neighbours and organisations where interdependencies exist. Represents the department at meetings with local authorities, other government departments and stakeholders, as appropriate.
7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

HUMAN RESOURCES MANAGEMENT (20%)

8. Actively contributes as a team member.
9. Contributes to the recruitment of appropriate support staff, including casual employees, for the operational delivery of works programs, as required. Undertakes performance reviews and provides feedback as required.
10. Prepares and reviews job prescriptions and job safety analyses for works programs undertaken.
11. Ensures safe and efficient work methods are used at all times.

FINANCIAL MANAGEMENT (10%)

12. Assists with the development of the annual works program; including the preparation of financial estimates.
13. Monitors expenditure and cost effectiveness of works within allocated areas and arranges payment of accounts.

GENERAL (10%)

14. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
15. Participates in departmental training and safety programs as directed.
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 Regional Manager.
17. Undertakes other duties as directed by the Regional Parks Coordinator.

Position Title Operations Officer			
Position No. DBCA3123034	Level/Grade Level 4	Specified Calling N/A	Effective Date 7 January 2020

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 four pages in total.

1. Experience in the operational implementation of works programs associated with natural land management or a closely related area, plus knowledge of project management in natural settings.
2. Evidence of well - developed interpersonal and oral communication skills with experience in liaising effectively with external organisations; government agencies, community, and special interest groups with a preference for someone willing to work with Aboriginal people and having an awareness of their culture.
3. Experience, knowledge and skills in leading and managing teams, working effectively as part of a team and independently; and showing a high level of self - motivation.
4. Experience in infrastructure development, maintenance and budget preparation, control and expenditure of allocated work projects.

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

5. Well - developed written report writing skills and the ability to use computer software for data analysis, and database management.
6. Experience in dealing with occupational health and safety issues in the workplace.
7. Demonstrated physically fit and able to pass the department's field fire fitness test, 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; including outside normal hours.
8. Understanding of occupational, health and safety, and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**
11. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, and associated regulations. **(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.

Position Title Operations Officer			
Position No. DBCA3123034	Level/Grade Level 4	Specified Calling N/A	Effective Date 7 January 2020

6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input 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		
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 checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal computer, 4WD Vehicle, general field equipment, firefighting equipment, trapping equipment		
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	234311
---	--------

7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date:

Position Title Operations Officer			
Position No. DBCA3123034	Level/Grade Level 4	Specified Calling N/A	Effective Date 7 January 2020