


Job Description Form

1. Position Details

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|--|---------------------------------|---|---------------------------------------|
| Position Title Ranger (Marine) | | | Position Number DBCA3032916 |
| Level/Grade Grade 1 or 2 | Specified Calling N/A | Agreement Rangers Award/ RNPGA 2019 | Effective Date 16 June 2020 |
| Division Regional and Fire Management Services | | Branch Midwest Region | |
| Section Shark Bay District | | Location Denham | |

2. Reporting Relationships

| Position Title District Manager | Level/Grade Level 6 or 7 |  | | | | | | | | | | | |
|---|------------------------------------|---|--|-------------------------------|---|----------------|---|--|----------------|-------------|-----------------------------|-----|--|
| <p>↑</p> <p>Responsible to</p> <table border="1"> <tr> <td>Position Title Marine Park Coordinator</td> <td>Level/Grade Level 5</td> </tr> <tr> <td colspan="2"> <p>↑</p> <p>Responsible to</p> <p>This position</p> </td> </tr> <tr> <td colspan="2"> <p>↑</p> <p>Officers under <i>direct</i> responsibility</p> <table border="1"> <thead> <tr> <th>Position Title</th> <th>Level/Grade</th> <th>Approx. no. FTEs supervised</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> <td></td> </tr> </tbody> </table> </td> </tr> </table> | | | Position Title Marine Park Coordinator | Level/Grade Level 5 | <p>↑</p> <p>Responsible to</p> <p>This position</p> | | <p>↑</p> <p>Officers under <i>direct</i> responsibility</p> <table border="1"> <thead> <tr> <th>Position Title</th> <th>Level/Grade</th> <th>Approx. no. FTEs supervised</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> <td></td> </tr> </tbody> </table> | | Position Title | Level/Grade | Approx. no. FTEs supervised | Nil | |
| Position Title Marine Park Coordinator | Level/Grade Level 5 | | | | | | | | | | | | |
| <p>↑</p> <p>Responsible to</p> <p>This position</p> | | | | | | | | | | | | | |
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| Position Title | Level/Grade | Approx. no. FTEs supervised | | | | | | | | | | | |
| Nil | | | | | | | | | | | | | |
| | | <p>Other offices reporting directly to this office</p> <table border="1"> <thead> <tr> <th>Position title</th> <th>Level/ Grade</th> </tr> </thead> <tbody> <tr> <td>Rangers Assistant – Malgana Operations Officer</td> <td>RA1 Level 4</td> </tr> </tbody> </table> | Position title | Level/ Grade | Rangers Assistant – Malgana Operations Officer | RA1 Level 4 | | | | | | | |
| Position title | Level/ Grade | | | | | | | | | | | | |
| Rangers Assistant – Malgana Operations Officer | RA1 Level 4 | | | | | | | | | | | | |

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 Marine Park Coordinator:

- Carries out programmed operational activities and field logistical support for the Shark Bay Marine Reserves; including maintenance and servicing of facilities, visitor control, commercial operator liaison and the delivery of conservation programs as directed.
- Assists in emergency response, marine fauna management and delivering education and interpretive programs.
- Undertakes compliance patrols, maintains and skippers departmental vessels and upkeep of equipment.
- Implements work programs consistent with departmental guidelines, policies and management plans.

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 Marine Park Coordinator:

OPERATIONS (55%)

1. Undertakes and supervises operations outlined in the conservation and parks and visitor services programs and strategic operations plans in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

2. Contributing to short-term park planning activities.
3. Undertaking patrols via vessel, 4WD vehicle and light aircraft for the purpose of education, raising public understanding of regulations, compliance monitoring and enforcement.
4. Participates in the mitigation and maintenance of Visitor Risk Management requirements.
5. Assisting with the collection and analysis of data for ecological and social monitoring data and research programs, in line with established protocols.
6. Undertaking fabrication and maintenance of park visitor services infrastructure (signage, shoreline markers) and maintenance of management infrastructure by use of marine skills including SCUBA and boats.
7. Maintaining and skippering departmental vessels in accordance with Australian Maritime Safety Authority requirements and departmental policies.

STAFF (5%)

8. Supervises the work of researchers, 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 those listed in 8 above.

PUBLIC INTERACTION (20%)

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, Indigenous and community groups, and other stakeholders.
12. Assists in the preparation and delivery of interpretative and educational material, community education programs and public consultation relating to management plans and other planning documents and strategies.
13. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, as required.

GENERAL (20%)

14. Ensures that fees and other collected monies are accounted for in accordance with the *Financial Management Act 2006*.
15. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
16. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
17. 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.
18. Other duties as directed by the District Manager.

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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, including the desirable criterion where possible. These should be addressed in no more than four pages in total.

1. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated visitor management and natural resource management with an emphasis on the marine environment.
2. Knowledge (Grade 1) and experience (Grade 2) in the logistics of vessels, and the operation and skippering of vessels up to 12 metres in length requiring a Coxswain Grade 1 (NSCV Near Coastal) or higher as a minimum certificate of competency with ability to attain (Grade 1) or hold with documented evidence (via a certified sea-service book) or equivalent (Grade 2) such a certificate.
3. Good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2): patrol and enforcement activities, and liaising with the public, commercial tourism operators, community groups, Indigenous groups, other government agencies and stakeholders.
4. Physically fit. Be willing and able to undertake diving activities for the department and be able to pass a commercial dive medical (AS2299.1) annually.
5. Hold as a minimum Rescue Diver qualification (or nationally accredited equivalent) or have documented occupational SCUBA diving experience. **(Desirable)**

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

6. Demonstrated competence in written and oral communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of interpretative and educational programs. Proficient (Grade 1) or demonstrated proficiency (Grade 2) in word processing, and the use of spreadsheets and database software.
7. Ability to (Grade 1) or demonstrated experience in (Grade 2) construction and maintenance, carrying out routine maintenance duties, for marine infrastructure and equipment (including signage, moorings, field stations, vessels, outboards, small engines, vehicles, SCUBA equipment).
8. Demonstrated ability to work collaboratively in a team, show initiative and to work unsupervised.
9. Appointment / Progression to Grade 2 is dependent upon possessing a Certificate of National Park Management, or a proficiency in Maritime Safety and Vessel operation or an equivalent qualification.
10. Understanding of occupational, health and safety, equity and diversity principles and practices.
11. Current 'C' Class Driver's Licence, with a preference for 'MR' or 'HR'
12. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, in relation to compliance management, and have an understanding of the principles and practices of Visitor Risk Management. **(Desirable)**
13. Knowledge of the Australasian Inter-Service Incident Management System (AIIMS) and its application to emergencies such as wildfires, marine wildlife strandings and oil spills. **(Desirable)**
14. 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.

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

| | | | |
|---|---|--|--|
| 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 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 checked="" type="checkbox"/> Other - Please specify below: Fire Availability | |
| Specialised Equipment Operated Specify type of equipment e.g. 4WD. | SCUBA equipment, small vessels up to 12m, 4WD, towing trailers, power and hand tools, personal computer, GPS, underwater digital camera and video equipment, satellite phones, radios (UHF, VHF, HF). | | |
| 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 checked="" type="checkbox"/> Yes <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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |

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| 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: |