

Job Description Form

1. Position Details

Position Title Riverbank Project Officer			Position Number DBCA3055178
Level/Grade Level 4	Specified Calling	Agreement PSA 1992/ PSCA 2019	Effective Date 13 July 2020
Division Conservation and Ecosystem Management		Branch Rivers and Estuaries Branch	
Section River Systems Management Unit – Riverbank Program		Location Kensington	

2. Reporting Relationships

Position Title MANAGER RIVER SYSTEMS MANAGEMENT	Level/Grade SCL4
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Responsible to

Position Title RIVERBANK PROGRAM MANAGER	Level/Grade SCL3
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Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
NIL	NA	NA

Establishment and Recruitment Officer
14 July 2020
Registered JDF

Other offices reporting directly to this office

Position title	Level
Environmental Officer (Riverbank Projects) Project Officer Project Officer	SCL2 L4 L3

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:

At a professional level and under limited direction:

This position provides collaborative project management with foreshore land managers, advice on foreshore management activities and other initiatives associated with the planning, implementation, and evaluation of the Riverbank Program. It also supports other environmental management initiatives of the River Systems Management Unit and the Rivers and Estuaries Branch, consistent with the River Protection Strategy.

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 (%).

These responsibilities are to be read in conjunction with 'Guideline of the WA Public Sector: Capability Profile'. At level 4 it would be expected that an individual:

- has directly relevant work experience;
 - manages projects;
 - uses independent discretion as to work methods;
 - identifies problems, seeks information and contributes to system and process development;
 - builds and maintains relationships internal and external to the Division; and
 - performs tasks under general direction from manager.
1. Undertakes project management of foreshore restoration projects in partnership with foreshore land managers. Applying best practice project management including:
 - Documentation;
 - Financial planning, tracking and acquittal;
 - Documents and communicates changes and variations;
 - Liaises with key stakeholders;
 - Aligns project to statutory requirements (particularly planning and indigenous consultation legislation); and
 - Evaluation and Monitoring
 2. Develops maintains and applies professional competence in environmental science specifically as it relates to Swan and Canning foreshore environment and projects.
 3. Develops and implements operational and training guidelines as they relate to foreshore projects.
 4. Provides technical foreshore advice expertise effectively across the branch, department and with external stakeholders (particularly foreshore land managers).
 5. Liaises effectively with community on foreshore related matters.
 6. Contributes to the successful implementation of the Riverbank Program by:
 - Collating reporting data (primarily financial and KPI);
 - Communicates inputs and outputs of asset management systems;
 - Input into program processes (such as funding assessments); and
 - Supporting program development.
 7. Other General:
 - Collates and communicates data and intelligence;
 - Prepares reports, discussion papers, briefing notes and correspondence;
 - Represents the department in consultation and communication;
 - Participates in various internal and external teams as directed;
 - Performs duties as directed; and
 - 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 four essential criteria. These should be addressed in no more than three pages in total.

1. Ability to undertake project and administrative support activities including the ability to prepare, collate, analyses and organize data, outputs and financial information.
2. Demonstrated ability to develop practical solutions to problems.
3. Ability to work constructively, both independently and as part of a team, to organize work and meet deadlines with the flexibility to meet changing requirements.
4. Excellent oral and written communication skills.

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

5. Demonstrated ability to understand new concepts and subject matter.
6. Demonstrated ability to use a range of computer software packages.
7. Relevant tertiary qualifications (degree, diploma or certificate) or progression towards such qualifications and/or equivalent level of skills, knowledge and experience.
8. Understanding of occupational safety and health and equity and diversity principles and practices.
9. Current 'C' class motor vehicle license.
10. Considerable water resource management experience and knowledge (DESIRABLE).
11. Considerable understanding of relevant legislation (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

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 ie 60% of full-time hours.	1.0 FTE		
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.	Nil		
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		

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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: