Job Description Form

1. Position Details

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Environmental Officer (Riverbank Projects)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level/Grade</td>
<td>Specified Calling SCL2</td>
</tr>
<tr>
<td>Agreement</td>
<td>PSA 1992/PSCA 2019</td>
</tr>
<tr>
<td>Position Number</td>
<td>DBCA3096263</td>
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<td>Effective Date</td>
<td>14 July 2020</td>
</tr>
<tr>
<td>Division</td>
<td>Conservation and Ecosystem Management</td>
</tr>
<tr>
<td>Branch</td>
<td>Rivers and Estuaries</td>
</tr>
<tr>
<td>Section</td>
<td>River Systems Management Unit</td>
</tr>
<tr>
<td>Location</td>
<td>Kensington</td>
</tr>
</tbody>
</table>

2. Reporting Relationships

<table>
<thead>
<tr>
<th>Position Title</th>
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<tbody>
<tr>
<td>Manager River Systems Management Unit</td>
<td>SCL4</td>
</tr>
<tr>
<td>Responsible to</td>
<td></td>
</tr>
<tr>
<td>Position Title</td>
<td>Level/Grade</td>
</tr>
<tr>
<td>Riverbank Program Manager</td>
<td>SCL3</td>
</tr>
</tbody>
</table>

| Responsible to             |            |
| Officers under direct responsibility |
| Position Title             | Level/Grade |
| NIL                        | NA          |

3. Role and Scope

Brief outline of 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 an experienced professional level and with minimal supervision this position assists the Riverbank Program Manager with the planning, developing and implementation of the Riverbank Program. In doing so 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. Contiguously it provides program support to the Riverbank Program in collaboration with the Riverbank Program Manager. It also supports other environmental management initiatives of the River Systems Management Branch 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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Environmental Officer (Riverbank Projects)

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<td>SC Level 2</td>
<td>14 July 2020</td>
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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 SC2 (Level 5 equivalent) it would be expected that an individual:

- has significant directly relevant work experience;
- manages projects performance, identifies need for change and initiates change when required;
- uses own experience and judgement as to work methods;
- understands strategic objectives, trends and factors that may influence work plans and goals;
- builds and maintains relationships internal and external to the Division, explores contribution and encourages diverse views; and
- performs tasks under general direction from manager.

PROJECT DELIVERY (85%)

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 advise 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.

PROGRAM SUPPORT (15%)

8. Provides program support to the Riverbank Program in collaboration with the Riverbank Program Manager.
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 criteria in a written application. These should be addressed in no more than a total of four pages.

1. A tertiary degree qualification relevant to natural science, or an approved equivalent qualification.
2. Demonstrated project management skills and experience.
3. Ability to manage and allocate resources including managing contracts and delivering projects on time and to budget.
4. Demonstrated experience of working constructively, both independently and as part of a team, to organize work and meet deadlines with the flexibility to meet changing requirements.
5. Demonstrated well developed oral and written communication skills, including well developed negotiation and community/stakeholder liaison skills.

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

6. Experience in understanding new concepts and subject matter with a demonstrated ability to develop practical solutions to problems.
7. Experience in a range of computer software packages, including GIS.
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)

Our values

In all of our work we will be Open, Accountable, Creative, Responsive, Innovative, Outcome-focused and Collaborative; and we will always Act with the highest integrity. For the purposes of this recruitment process, behaviors that reflect some or all of the above departmental values are included as selection criteria for this position, and the applicable values are listed below as Essential and/or Desirable criteria.

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?
- [ ] Yes  - [x] No

**Full Time Equivalent (FTE)**
Full time hours = 1 FTE. Part time hours are expressed as a proportion of 1 e.g. 0.6 FTE if a person works 3 days per week or 60% of full time hours.
- [ ] District Allowance  - [ ] North West Leave
- [ ] Air Conditioning  - [ ] No Fixed Hours (Rangers only)
- [ ] Ranger Leave (Rangers only)  - [ ] Other - Please specify below:

**Allowances and Special Conditions**
Applicable allowances and special conditions are checked with an ‘x’ in the appropriate box.

**Specialised Equipment Operated**
Specify type of equipment e.g. 4WD.
- [ ] NIL

**Working With Children**
- [ ] Yes  - [x] 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.
- [x] Yes  - [ ] No

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7. Certification

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

<table>
<thead>
<tr>
<th>Branch/Division Head</th>
<th>Director General</th>
</tr>
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<tbody>
<tr>
<td>Signature:</td>
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