


# Job Description Form

## 1. Position Details

<b>Position Title</b> Project Officer or Senior Project Officer – Wedge and Grey Reserves			<b>Position Number</b> DBCA3116150
<b>Level/Grade</b> Level 5 or 6	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSCA 2019	<b>Effective Date</b> 22 July 2020
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Midwest Region	
<b>Section</b> Moora District		<b>Location</b> Jurien Bay	

## 2. Reporting Relationships

<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 8	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JIB HR OFFICER: <i>Will</i> 22 Jul 2020</p>												
↑ <b>Responsible to</b>														
<b>Position Title</b> District Manager	<b>Level/Grade</b> Level 6 or 7													
↑ <b>Responsible to</b>														
<b>This position</b>		<p><b>Other offices reporting directly to this office</b></p> <table border="1"> <thead> <tr> <th>Position title</th> <th>Level/ Grade</th> </tr> </thead> <tbody> <tr> <td>District Fire Coordinator</td> <td>Level 5</td> </tr> <tr> <td>District Coordinator Conservation</td> <td>Level 5</td> </tr> <tr> <td>Marine Park Coordinator</td> <td>Level 5</td> </tr> <tr> <td>Parks and Visitor Services Coordinator</td> <td>Level 5</td> </tr> <tr> <td>Finance and Administration Officer</td> <td>Level 3</td> </tr> </tbody> </table>	Position title	Level/ Grade	District Fire Coordinator	Level 5	District Coordinator Conservation	Level 5	Marine Park Coordinator	Level 5	Parks and Visitor Services Coordinator	Level 5	Finance and Administration Officer	Level 3
Position title	Level/ Grade													
District Fire Coordinator	Level 5													
District Coordinator Conservation	Level 5													
Marine Park Coordinator	Level 5													
Parks and Visitor Services Coordinator	Level 5													
Finance and Administration Officer	Level 3													
↑ <b>Officers under direct responsibility</b>														
<b>Position Title</b> Operations Officer – Wedge and Grey Reserves	<b>Level/Grade</b> Level 4	<b>Approx. no. FTEs supervised</b> 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 limited (Level 5) or minimal (Level 6) direction of the District Manager:

- Responsible for managing the department's interaction with Wedge and Grey Reserves and its obligations with regard to the management of shacks at these locations.
- Participates in, coordinates and / or leads (Level 5) or manages (Level 6) planning, community and interagency liaison with regard to the Wedge and Grey shack communities.
- Assists in the management of (Level 5) or manages (Level 6) the Wedge and Grey Trust Account.

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 limited (Level 5) or minimal (Level 6) direction of the District Manager:

### **PROJECT PLANNING, POLICY AND MANAGEMENT (55%)**

1. Responsible for managing the department's interaction with Wedge and Grey reserves and its obligations with regard to managing the shacks at these locations.
2. Participates in, coordinates and / or leads (Level 5) or manages (Level 6) planning, community and interagency liaison with regard to the Wedge and Grey shack communities; including:
  - Maintaining a database of shack licensees and relevant contact details.
  - Maintaining a database of shack locations, including information on current footprint, external appearance and existing additional structures. Carries out field inspections to ensure this database is kept up to date.
  - Shack removal/upgrade and other site development programs as per approved processes at Wedge and Grey. Develops specifications, manages contracts and provides supervision of contractors as required.
  - Reviewing and providing advice to the District Manager on visitor risk management within the reserves; monitoring its effectiveness and recommending strategies to minimise risk, including the management of building and asbestos related risks.
3. Assists with the preparation of guiding documents and operations plans for the management of the shack communities, including the review of licence conditions.
4. Provides advice and recommendations on any management issues occurring on the reserves to the District Manager, as appropriate.
5. Contributes to the collection of visitor information statistics for Wedge and Grey shack communities to assist with the development and maintenance of guiding documents relevant to the shack communities.

### **WEDGE AND GREY LICENCING (10%)**

6. Provides advice and leadership in the management of licence issues at Wedge and Grey and the preparation and delivery of shack licence renewals.
7. Optimises licence fee collection, and monitors compliance with invoices. Follows up with non-compliant licensees as required.
8. Maintains up to date knowledge and awareness of planning issues and management principles and techniques specific to the management of licences at Wedge and Grey.

### **COMMUNICATION, LIAISON AND PUBLIC ENGAGEMENT (20%)**

9. Liaises with the public, other government departments and local authorities to ensure the effective delivery of departmental policies and planning objectives relating to shack management.
10. Establishes a rapport, provides information and works with senior and specialist departmental staff, shack associations, Traditional Owners, government agencies, consultants and the community on all shack related matters.
11. Prepares reports, ministerial correspondence, briefing notes, breach letters, community information and publications related to shack management in the Moora district.
12. Ensures methods of communication with shack licensees are up to date including the use of email, internet and social media.

### **ADMINISTRATION AND FINANCE (10%)**

13. Assists in the management of (Level 5) or manages (Level 6) the Wedge and Grey trust account and associated licence fee collection.
14. Identifies and coordinates the application and administration of relevant grant applications as opportunities arise.

### **GENERAL (5%)**

15. Participates in internal and external meetings and prepares and contributes to minutes and reports as required.
16. Provides project support, including field assistance, to district staff as required.
17. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
18. 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.
19. Undertakes 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 three criteria. These should be addressed in no more than three pages in total.

1. Considerable (**Level 5**) or substantial (**Level 6**) knowledge of and experience in, the implementation of planning decisions for a designated geographical area with a preference for someone who has knowledge and experience of implementing lease and licence policy and associated contract management related to planning decisions.
2. Evidence of well developed (**Level 5**) or highly developed (**Level 6**) interpersonal and oral communication skills and demonstrated experience of effective liaison and negotiation at a senior level, with external organisations, stakeholders, the community, and special interest groups including indigenous Australians to achieve organisational objectives.
3. Demonstrated (**Level 5**) or considerable (**Level 6**) experience and knowledge in financial and administration management, and other management systems; including project management, contract management, and risk management.

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

4. Good (**Level 5**) or well developed (**Level 6**) written communication skills, including the ability to analyse, resolve and respond to complex issues and detailed information requests, and demonstrated proficiency in the use of computer software (including Word, Excel etc.) for report writing and data analysis. At Level 6 resolved issues are more complex and detailed.
5. 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.
6. Understanding of occupational, health and safety, and equity and diversity principles and practices.
7. Current 'C' Class Driver's Licence.
8. Tertiary qualification in a discipline relevant to natural land management, town planning, recreation or conservation estate management or equivalent qualification. (**Desirable**)
9. Knowledge (**Level 5**) or working knowledge (**Level 6**) of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, policies, management guidelines and relevant industrial Awards. (**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

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> 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		
<b>Allowances and Special Conditions</b> 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	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Personal Computer, 4 WD vehicle, GPS		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> 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		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	511112
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## 7. Certification

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

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>