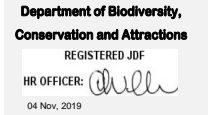


# Job Description Form

## 1. Position Details

<b>Position Title</b> Senior Conservation Zoologist			<b>Position Number</b> DBCA3038098
<b>Level/Grade</b> SCL3	<b>Specified Calling</b> SCL3	<b>Agreement</b> PSA 1992 / PSAGOCSAGA 2017	<b>Effective Date</b> 4 November 2019
<b>Division</b> Biodiversity and Conservation Science		<b>Branch</b> Species and Communities	
<b>Section</b>		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Manager Species and Communities	<b>Level/Grade</b> SCL5	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JDJF HR OFFICER: <i>Will</i> 04 Nov, 2019</p>						
↑ <b>Responsible to</b>								
<b>Position Title</b> Principal Zoologist	<b>Level/Grade</b> SCL4							
↑ <b>Responsible to</b>		<p><b>Other offices reporting directly to this office</b></p> <table border="1"> <tr> <td><b>Position title</b> Zoologist</td> <td><b>Level</b> SCL2</td> </tr> <tr> <td>Conservation and Animal Ethics Officer</td> <td>L4</td> </tr> <tr> <td>Technical Officer</td> <td>L3</td> </tr> </table>	<b>Position title</b> Zoologist	<b>Level</b> SCL2	Conservation and Animal Ethics Officer	L4	Technical Officer	L3
<b>Position title</b> Zoologist	<b>Level</b> SCL2							
Conservation and Animal Ethics Officer	L4							
Technical Officer	L3							
↑ <b>This position</b>								
↑ <b>Officers under <i>direct</i> responsibility</b>								
<b>Position Title</b>	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>						

## 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:

This position contributes to the ongoing conservation and management of conservation significant fauna through expert advice, impact assessment, development of conservation programs, written reports, policy advice and input to other processes as they arise. The position provides advice and support for wildlife utilisation programs.

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

<b>Position Title:</b> Senior Conservation Zoologist			
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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 (%).

1. Develops, coordinates and provides support for fauna conservation programs, including providing guidance for recovery teams.
2. Provides advice on scientific and technical aspects of fauna conservation and management with particular emphasis on threatened fauna, commercially utilised fauna and wildlife conservation programs.
3. Prepares reports, briefings and responses to Ministerial and general correspondence.
4. Undertakes impact assessment to support authorisations under s40 of the *Biodiversity Conservation Act 2016* and provides technical fauna advice on impact assessment to other government agencies as required.
5. Engages with departmental staff and provides technical support for fauna conservation programs within the Department.
6. Contributes to training of staff for fauna management and public information and education programs in relation to fauna conservation and management.
7. Assists in coordinating the operation of the Departments Animal Ethics Committee.
8. Represents the Species and Communities Program on state and national committees, working groups and at meetings.
9. Manages staff and external contracts reporting to the position as required.
10. Carries out other duties as directed by the Principal Zoologist and the Program Leader.
11. 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 criteria. These should be addressed in no more than four pages in total.

1. High level experience in the field of terrestrial fauna conservation and land management, including knowledge of and experience in the application of biodiversity and environmental legislation and policy.
2. Demonstrated ability to assess impacts on biodiversity and develop and implement fauna recovery programs to achieve biodiversity conservation goals.
3. Demonstrated ability to prepare reports, submissions and correspondence to Ministerial level that relate to fauna conservation and wildlife management.
4. Well-developed verbal and written communication skills including the ability to effectively communicate to a range of audiences, including internal and external stakeholders, the media and the community.

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

5. A Bachelor of Science degree in a relevant discipline (biological sciences) with demonstrated application in fauna conservation.
6. Demonstrated understanding of occupational health and safety, and equity and diversity principles and practices.
7. High level understanding of animal welfare legislation and demonstrated experience in addressing animal welfare issues in terrestrial fauna monitoring programs (DESIRABLE).
8. Proven experience in professional interaction and resolution management with other parties, such as Commonwealth, State and Local Government, industry, community groups, landowners and the public through committees, workshops, and direct contacts (DESIRABLE).
9. 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

<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 ie 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 type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<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 type="checkbox"/> Yes <input checked="" 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
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>