


Job Description Form

1. Position Details

Position Title Resource Assessment Officer			Position Number DBCA3035537
Level/Grade Level 2 or 3	Specified Calling	Agreement PSA 1992/PSCA 2019	Effective Date 28 August 2020
Division Conservation and Ecosystem Management		Branch Forest Management	
Section		Location Manjimup	

2. Reporting Relationships

Position Title Forestry / Senior Forestry Officer	Level/Grade SC 1 or 2	 Registered JDF Establishment and Recruitment Officer 28 August 2020	
↑ Responsible to			
Position Title Sustainable Resources Officer	Level/Grade Level 4		
↑ Responsible to			
↑ This position		Other offices reporting directly to this office	
↑ Officers under direct responsibility		Position title Up to of 4 FTEs	Level 1 to 3
Position Title	Level/Grade	Approx. no. FTEs supervised	

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 general supervision (Level 2), or limited supervision (Level 3):

Undertakes the field acquisition, analysis and maintenance of natural resource data to support resource management and planning. This involves prolonged periods of field measurement primarily for *Phytophthora* dieback disease mapping; native forest and plantation measurement; vegetation survey, some photogrammetry and use of mapping systems.

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 (%).

Forest measurement / Vegetation mapping (60 - 80%)

1. Measures and describes *Phytophthora* dieback and other plant disease, native forest and plantations, vegetation, soil, landform and site attributes as defined for a range of plot types or survey requirements.
2. Carries out data analysis of assessment results and formulates summaries, prepares reports and maps of survey and interpretation results.

Geographic Information Systems (5 – 10%)

1. Assists in the analysis and acquisition of data for GIS, including analysis of land disturbance, management activities and natural resource themes.
2. Participates in map production projects.

Data Input and Maintenance (5 – 10%)

1. Participates in the maintenance of databases and interfaces to extract and manipulate spatial data and attribute data from resource datasets.
2. Assists with the preparation of reports for resource management and planning.

Aerial Photography (5 – 10%)

1. Participates in the collection and interpretation of resource data using photogrammetry.
2. Assists with the analysis of aerial photographic imagery to provide resource summaries.

Other (5 – 10%)

1. Liaises with operational staff to ensure appropriate recording of disturbance, monitoring and management of data and other resource information.
2. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
3. Undertakes other duties as directed.

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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 criteria in a written application. These should be addressed in no more than four pages in total.

1. Demonstrated ability (**Level 2**) or considerable experience (**Level 3**) in native forest or plantation inventory or plant disease mapping, with demonstrated ability to collect and organise field data.
2. Considerable ability to resolve analytical and technical problems.
3. Demonstrated ability to work effectively in a team, show initiative and work under limited supervision.
4. Demonstrated ability and willingness to work in a field or forest environment, including willingness to work away for occasional or extended overnight stays in the south west.

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

5. Well-developed written and verbal communication skills.
6. Current motor vehicle driver's licence.
7. Understanding of occupational, health and safety, and equity and diversity principles and practices.
8. Competency in driving four wheel drive vehicles in off-road situations. (**Desirable**)
9. Working knowledge or experience in map production using GIS mapping software. (**Desirable**)
10. Demonstrated progress towards registration as a *Phytophthora* dieback interpreter (Level 2) or registration as a *Phytophthora* dieback interpreter (Level 3). (**Desirable**)
11. 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		
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.	4WD, computer equipment, GPS, forest measurement and photogrammetric equipment		
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 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
Signature:	Signature:
Date:	Date: