

Job Description Form

1. Position Details

Position Title Regional Leader Conservation			Position Number DBCA1264515
Level/Grade Level 6	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 15 September 2020
Division Regional and Fire Management Services		Branch Goldfields Region	
Section		Location Kalgoorlie	

2. Reporting Relationships

Position Title Executive Director Regional and Fire Management Services	Level/Grade Class 2
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Registered JDF
Establishment and Recruitment Officer
15 September 2020



Responsible to

Position Title Regional Manager	Level/Grade Level 8
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Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Conservation Officer Developments Management	SC Level 2	Nil
Conservation Officer Flora / Fauna	SC Level 2	Nil
Wildlife Officer	Level 5	Nil

Other offices reporting directly to this office

Position title	Level
Regional Leader Fire Management	Level 6
Senior Operations Officer	Level 4 or 5
Regional Coordinator Joint Management	Level 5 or 6
Finance and Administration Manager	Level 4

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 minimal direction of the Regional Manager:

Leads and coordinates the planned development and delivery of the department's conservation services in the Goldfields region.

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 minimal direction of the Regional Manager:

SERVICE COORDINATION AND PLANNING (25%)

1. In liaison with the Regional Manager plans, coordinates and undertakes operations and projects associated with the conservation service in the region. Monitors quality of nature conservation services and ensures work undertaken is consistent with priorities.
2. Coordinates and collates estimates for the annual regional budget for the conservation service. Liaises with the Regional Manager to ensure outcomes expected are delivered as per service expectations. Assists with the development of regional budget control strategies. Monitors relevant budgets and collates progress reports as required.
3. Develops and coordinates regional information systems relevant to the conservation service.

STRATEGIC AND STATUTORY PLANNING (15%)

4. Leads planning teams and contributes to the preparation of departmental management plans and regional strategic plans. Participates in public participation activities associated with regional or departmental planning processes.
5. Provides political briefing notes and draft answers to parliamentary and ministerial questions.
6. Leads departmental communications with the general public, local authorities, and other government departments and community groups, in respect to fire management for biodiversity and conservation activities.

COMUNICATION, LIAISON AND PUBLIC ENGAGEMENT (30%)

7. Liaises extensively with the Regional Manager, and service representatives, departmental specialist branches, external stakeholders, and other land managers. Applies and adapts specialist advice to regional conditions.
8. Promotes effective relations and communicates the department's mission, goals and conservation service activities with the local community including Aboriginal people.
9. Promotes effective public relations and communicates the department's mission and goals to key stakeholders, the media and the community. Represents the department on regional committees at meetings and media interactions.

MANAGEMENT AND ADMINISTRATION (15%)

10. Where applicable, supervises staff and coordinates training, staff development and performance management, as appropriate. Sets and supervises work standards. Implements training programs. Implements the provisions of employment contracts. Contributes to staffing and employment strategies within the region.
11. Develops and coordinates external funding applications, contracts and consultancies within regional and departmental programs.
12. Ensures all works are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* other relevant Acts and associated regulations, policy statements, relevant circulars, manuals, guidelines and management plans. Advises on policy matters associated with the conservation.
13. Reports and recommends in respect to estate acquisition, use and tenure. Provides advice on environmental impact of development proposals and other planning matters which affect departmental managed lands and waters and wildlife.

GENERAL (15%)

14. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience. Undertakes designated roles in fire protection and other emergency activities.
15. Carries out regional projects as required by the Regional Manager or Executive Director.
16. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the Regional Manager
17. Carries out other duties as required by the Regional 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 in a written application. These should be addressed in no more than three pages in total.

1. Considerable knowledge of, and experience in the provision of conservation and natural land management services, in developing and implementing related operational plans, management plans and strategies, and having familiarity with the principles of planning for biodiversity outcomes and ecologically sustainable development.
2. Considerable experience in the effective management and leadership of teams, and in negotiating, communicating and liaising with the community, media, and special interest groups including Aboriginal people.
3. Substantial experience and competence in financial management and other management systems; including project management, risk management, and information technology.

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

4. Well - developed interpersonal, written and oral communication skills including the ability to analyse, resolve and respond to complex and detailed issues and effectively communicate at a range of levels.
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, equity and diversity principles and practices.
7. Current "C" Class Driver's Licence.
8. Tertiary qualification in a discipline relevant to nature conservation or natural land management or equivalent qualification. **(Highly Desirable)**
9. Considerable knowledge of and experience in the application of legislation and policy to achieve conservation and land management. **(Desirable)**
10. Working knowledge of fire processes and the operational aspects of fire protection. **(Desirable)**
11. Considerable experience in the preparation of applications, negotiation with other agencies and land managers and management of projects involving external grants and sponsorships. **(Desirable)**
12. Physically fit, willing and able to spend periods of time working and camping in remote areas. **(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, 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 i.e. 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 checked="" 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 vehicle, personal computer		
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: