




# Job Description Form

## 1. Position Details

<b>Position Title</b> Operations Officer - Conservation			<b>Position Number</b> DBCA3094083
<b>Level/Grade</b> Level 3	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSCA 2019	<b>Effective Date</b> 11 August 2020
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Kimberley Region	
<b>Section</b> West Kimberley District		<b>Location</b> Broome	

## 2. Reporting Relationships

<b>Position Title</b> District Manager	<b>Level/Grade</b> Level 6 or 7	 Registered JDF Establishment and Recruitment Officer 11 August 2020				
↑						
<b>Responsible to</b>						
<b>Position Title</b> District Coordinator Conservation	<b>Level/Grade</b> Level 5	<b>Other offices reporting directly to this office</b> <table border="1" style="margin-left: 20px;"> <tr> <td><b>Position title</b> Operations Officer</td> <td><b>Level/ Grade</b> Level 4</td> </tr> <tr> <td>Operations Officer</td> <td>Level 3</td> </tr> </table>	<b>Position title</b> Operations Officer	<b>Level/ Grade</b> Level 4	Operations Officer	Level 3
<b>Position title</b> Operations Officer	<b>Level/ Grade</b> Level 4					
Operations Officer	Level 3					
↑						
<b>Responsible to</b>						
<b>This position</b>						
↑						
<b>Officers under direct responsibility</b>						
<b>Position Title</b> Nil	<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:

Under the direction of the District Coordinator Conservation:

- Assists with the management and implementation of conservation works programs and operations across the West Kimberley district,
- Monitors and reports on operations.
- Liaises with community, key stakeholders and community groups in a positive and informed manner.
- Assists in the preparation and delivery of allocated works programs to agreed standards and timeframes.
- Undertakes an active role in prescribed burning and bushfire suppression operations.

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 direction of the District Coordinator Conservation:

### SERVICES DELIVERY (10%)

1. Assists in determining the standards and techniques for implementing allocated work under the district nature conservation works programs. Ensures all activities are compatible with the department's objectives and responsibilities
2. Assists with the co-ordination of annual works program with respect to Interim Management Plan priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Act 2016* and *Bush Fires Act 1954*, associated regulations and other relevant legislation, circulars, policies and guidelines.

### DISTRICT OPERATIONS (60%)

4. Assists with the planning and implementation of management actions and programs prescribed in the district conservation annual works program and management plans, to protect biodiversity including:
  - control of invasive species (weeds, feral animals and diseases) and other threatening processes;
  - management, monitoring, recovery and reporting of threatened flora, fauna and ecological communities;
  - preparation of responses for Land Use Planning and Native Vegetation Clearing submissions;
  - preparation and implementation of revegetation programs; and
  - management of inappropriate use of conservation reserves and crown land by the activities of members of the public, utilities and other development proponents.
5. Communicates effectively, both verbally and written, with other district staff, regional and specialist staff to ensure best practice activities. Prepares reports, enters and stores data and maintains records.
6. Assists with liaising with Aboriginal communities, other government agencies, local government, volunteer organisations, and the public on matters relating to departmental lands and conservation areas with a focus on joint management and cooperative reserve management activities, as appropriate.
7. Assists with liaising and maintaining networks with departmental staff where interdependencies exist within the organisation. Represents the department at meetings with local authorities, other government departments and stakeholders, as appropriate.
8. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

### HUMAN RESOURCES MANAGEMENT (15%)

9. Actively contributes as a team member. Leads staff supervised. Assists with the training and development of staff supervised, as appropriate.
10. Prepares and reviews job prescriptions and job safety analyses for works programs undertaken by others supervised. Ensures safe and efficient work methods are used at all times.

### FINANCIAL MANAGEMENT (10%)

11. Assists with the development of the annual works program; including the preparation of financial estimates for delivery of the allocated sections of the district nature conservation works program.
12. Monitors expenditure and cost effectiveness of works within allocated areas, and arranges payment of accounts.

### GENERAL (15%)

13. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
14. Participates in departmental training and safety programs as directed.
15. 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.
16. Undertakes other duties as directed by the District Coordinator Conservation.

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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. These should be addressed in no more than four pages in total.

1. Some experience in the operational implementation of works programs associated with natural land management or a closely related area, with a preference for someone with knowledge of conservation management in northern Australian, in particular management of threatening processes.
2. Evidence of good interpersonal and oral communication skills with experience in liaising effectively with external organizations; government agencies, community, and special interest groups. Ability and willingness to work with Traditional Owners to deliver aspirations and goals.
3. Some knowledge and experience in leading and managing teams, working effectively as part of a team and independently; and showing a high level of self- motivation.
4. Experience in budget preparation, control and expenditure of allocated work projects.

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

5. Good written report writing skills and the ability to use computer software for data analysis, and database management, with a preference for someone with good GIS skills.
6. Demonstrated physically fit and able to pass the department's field fire fitness test, plus 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; including outside normal hours.
7. Experience in working in remote areas for extended periods of time under challenging field conditions.
8. Understanding of occupational, health and safety, and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**
11. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, the *Bush Fires Act 1954*, other relevant legislation and associated regulations. **(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 checked="" type="checkbox"/> District Allowance	<input checked="" type="checkbox"/> North West Leave	
	<input checked="" 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.	Personal Computer, 4WD vehicle, Quad bikes, GPS, general field equipment, trapping equipment, weed control chemicals, Fire fighting equipment.		
<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		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	234311
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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>