

Job Description Form

1. Position Details

Position Title Purnululu World Heritage Area Project Manager			Position Number DBCA3058656
Level/Grade Level 5	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 5 November 2020
Division Reginal and Fire Management Services		Branch Kimberley Region	
Section East Kimberley District		Location Kununurra	

2. Reporting Relationships

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Position Title Regional Manager</td> <td style="width: 40%;">Level/Grade Level 8</td> </tr> </table> <p style="text-align: center;">↑</p> <p>Responsible to</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Position Title District Manager</td> <td style="width: 40%;">Level/Grade Level 6 or 7</td> </tr> </table> <p style="text-align: center;">↑</p> <p>Responsible to</p> <div style="background-color: yellow; padding: 5px; border: 1px solid black;"> This position </div> <p style="text-align: center;">↑</p> <p>Officers under <i>direct</i> responsibility</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Position Title Senior Ranger</td> <td style="width: 15%;">Level/Grade Grade 4</td> <td style="width: 40%;">Approx. no. FTEs supervised 4</td> </tr> </table>	Position Title Regional Manager	Level/Grade Level 8	Position Title District Manager	Level/Grade Level 6 or 7	Position Title Senior Ranger	Level/Grade Grade 4	Approx. no. FTEs supervised 4	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: right;"><i>Registered JDF</i></p> <p style="text-align: right;"><i>Establishment and Recruitment Officer</i></p> <p style="text-align: right;"><i>5 November 2020</i></p> </div> <p style="text-align: center;">Other offices reporting directly to this office</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;">Position title</th> <th style="width: 30%;">Level/ Grade</th> </tr> <tr><td>District Fire Coordinator</td><td>Level 5</td></tr> <tr><td>District Coordinator Conservation</td><td>Level 5</td></tr> <tr><td>Senior Operations Officer Joint Management</td><td>Level 5</td></tr> <tr><td>EKD Marine Park Coordinator</td><td>Level 5</td></tr> <tr><td>Senior Ranger</td><td>Grade 3</td></tr> <tr><td>Project Officer PVS</td><td>Level 3</td></tr> <tr><td>District Marine Visitor Interpretation Officer</td><td>Level 3</td></tr> <tr><td>Finance and Administration Officer</td><td>Level 3</td></tr> </table>	Position title	Level/ Grade	District Fire Coordinator	Level 5	District Coordinator Conservation	Level 5	Senior Operations Officer Joint Management	Level 5	EKD Marine Park Coordinator	Level 5	Senior Ranger	Grade 3	Project Officer PVS	Level 3	District Marine Visitor Interpretation Officer	Level 3	Finance and Administration Officer	Level 3
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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 limited supervision of the District Manager:

- Takes the lead role in the establishment and function of the new World Heritage Advisory Committee for Purnululu National Park, including providing high quality executive, administrative and logistical support to the committee.
- Manages the heritage and conservation values and operations of the Purnululu World Heritage Area and surrounding departmental estate, including nature conservation and parks and visitor service activities.
- Establishes and fosters relationships with traditional owners of the Purnululu National Park and provides a conduit of communication for these groups to the agency and external stakeholders.
- Undertakes research, analyses documents, provides background briefings, and has a liaison and coordination role relating to World Heritage within the agency and with external stakeholders including the federal Department of Sustainability, Environment, Water, Population and Communities (SEWPaC)
- Manages projects and ensures efficient and compliant financial and reporting administration in relation to Commonwealth World Heritage funded projects for the Purnululu World Heritage Property.

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 limited supervision from the District Manager:

AREA MANAGEMENT AND EXECUTIVE SUPPORT (50%)

1. Manages the Purnululu World Heritage Area and surrounding departmental estate, with the assistance of the Purnululu Senior Ranger and Ranger, consistent with the Regional Conservation Service Plan and the Purnululu National Park Management Plan.
2. Coordinates and implements biodiversity conservation (including fire) and visitor services programs within the Purnululu World Heritage Area and surrounding departmental estate.
3. Takes the lead role in the establishment and function of the new World Heritage Advisory Committee for Purnululu National Park.
4. Provides and coordinates high level confidential executive, secretarial and administrative support to the Purnululu World Heritage Advisory Committee, including logistical coordination and arrangement of meetings, creating the agenda and following up required actions from minutes. Records minutes at these meetings and others as required.
5. Establishes and fosters relationships with traditional owners of the Purnululu National Park and provides a conduit of communication for these groups to the agency and external stakeholders.
6. Negotiates and liaises with Committee members, senior officers of State, Local and Commonwealth sectors, SEWPaC and the community in relation to World Heritage issues in Purnululu National Park.
7. Undertakes the preparation of draft executive responses, briefings and reports, ensuring all relevant stakeholders have had appropriate input.
8. Follows-up action arising from meetings and ensures resolutions of the Committees are implemented in an efficient, timely and coordinated manner.
9. Arranges travel and accommodation for committee members and observers. Reconciles travel, accommodation and other expenses to allocated trust or recurrent budgets. Organises functions and events as required.
10. Maintains an Access database of resolutions from meetings to enable the retrieval of information from all Advisory Committee meetings.

PROJECT MANAGEMENT (30%)

11. Prepares and manages Commonwealth funds for Executive Officer and Committee projects and coordinates World Heritage project proposals, budgets and reporting, and financial acquittals and auditing.
12. Co-ordinates the implementation of projects, including preparation and supervision of contractual arrangements.
13. Maintains the expenditure records, reconciles expenditure against budget. Monitors and controls World Heritage projects to ensure completion within prescribed time frames and budgets.
14. Prepares project and financial reports. Ensures the efficient and compliant financial and records administration in relation to Commonwealth World Heritage funded projects for the Purnululu Property.

OTHER (20%)

15. Develops and maintains appropriate networks and fosters effective working relationships with key stakeholders in relation to World Heritage issues.
16. Liaises with external organisations and the community to promote awareness. Provides advice on the protection, management and presentation of the World Heritage Property.
17. Undertakes research and investigations, analyses documents, activities and developments to collate relevant information and provides background briefings and advice to assist in decision making relating to World Heritage within the agency and with external stakeholders including SEWPaC.
18. Co-ordinates preparation of reports on the management of the World Heritage Property and values.
19. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
20. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the District Manager.
21. Undertakes other duties relating to the administration and management of the World Heritage Property 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. These should be addressed in no more than four pages in total.

1. Evidence of highly developed oral, interpersonal and facilitation skills and demonstrated experience in negotiating and liaising effectively with senior officers of State, Local and Commonwealth Governments, external organisations, community, individual stakeholders and the media. Experience in negotiating with traditional owners is highly desirable.
2. Considerable experience and knowledge in financial management, administration and other management systems; including project and contract management and knowledge of Government financial administration practices for budget preparation, expenditure control and financial reporting.
3. Proven research, analytical and problem solving skills (in accessing, evaluating and interpreting information and resolving problems) and using computer software (including Excel and Access) for data analysis.
4. Considerable experience and knowledge in protected area management, including the provision of nature conservation, visitor services and fire management activities.

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 communication skills, including writing reports and producing correspondence at a senior level.
6. Proven initiative and sound judgment skills, and an ability to work with minimal supervision, organise, prioritise and complete work within set time frames.
7. 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.
8. Understanding of occupational, health and safety and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence
10. Knowledge of World Heritage and conservation and land management principles. **(Desirable)**
11. Experience in facilitating Joint Management outcomes with Aboriginal people on conservation estate or other jointly managed lands. **(Desirable)**
12. Willingness to undertake travel involving overnight stays and may involve extended field trips to remote locations. **(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

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 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:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD Vehicle, VHF Radio		
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: