


Job Description Form

1. Position Details

Position Title Senior Land Acquisition Officer			Position Number DBCA3100023
Level/Grade Level 6	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 5 November 2020
Division Parks and Visitor Services		Branch Aboriginal Engagement, Planning & Lands	
Section Land Services Unit		Location Kensington	

2. Reporting Relationships

Position Title Manager Aboriginal Engagement, Planning and Lands Branch	Level/Grade Level 8	 Registered JDF Establishment and Recruitment Officer 5 November 2020				
↑ Responsible to						
Position Title Land Services Coordinator	Level/Grade Level 6	Other offices reporting directly to this office <table border="1"> <tr> <td>Position title Land Administration Officer (x2)</td> <td>Level Level 4</td> </tr> <tr> <td>Land Administration Officer (x3)</td> <td>Level 3</td> </tr> </table>	Position title Land Administration Officer (x2)	Level Level 4	Land Administration Officer (x3)	Level 3
Position title Land Administration Officer (x2)	Level Level 4					
Land Administration Officer (x3)	Level 3					
↑ Responsible to						
↑ This position						
↑ Officers under <i>direct</i> responsibility						
Position Title Nil	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:

Negotiates with landowners and project proponents over the acquisition of land for addition to the conservation estate. Contributes to the Department's land acquisition programs and reserve creation processes. Manages special land tenure projects as required.

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 (%).

Project Management

20%

1. Manages special projects as required by the Executive Director Parks and Visitor Services or other senior departmental staff.
2. Manages consultants engaged to complete land assessment, survey and acquisition processes.

Land Administration Policy

60%

3. Advises the Branch Manager and Executive Director Parks and Visitor Services and other senior staff on issues relating to the acquisition and reservation of land for the conservation estate.
4. Drafts policy advice and reports and prepares related departmental documents such as Ministerial briefing notes and correspondence, Cabinet submissions, Executive Council submissions, answers to Parliamentary Questions, and Conservation and Parks Commission briefings.
5. Provides advice to, and liaises with, State agencies in respect to implementation of Government and departmental policies regarding land administration and environmental matters.
6. Coordinates and prepares agreements for the acquisition and management of lands in accordance with the *Conservation and Land Management Act 1984* (CALM Act), *Land Administration Act 1997* (Land Act) and other legislation in consultation with the State Solicitor's Office and relevant parties.
7. Coordinates and liaises with the State agencies and the Commonwealth Government over environmental offsets and funding arrangements for the acquisition of conservation land.
8. Negotiates with project proponents over the acquisition of land for addition to the conservation estate.
9. Briefs Ministers, Members of Parliament and others on issues relating to tenure administration including acquisition and reservation of land for the conservation estate.

Administration

15%

10. Coordinates departmental responses and submissions as required.
11. Coordinates and prepares annual reporting requirements in relation to acquisitions for the conservation estate.
12. Works with the Parks and Visitor Services Business Manager to accurately record financial transactions, and to develop reports on monies received and expended.

Other

5%

13. Represents the department on intra- and inter-departmental committees, and attends meetings, workshops and conferences as required.
14. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
15. Undertakes other duties as directed by the Branch Manager or the Land Services Coordinator.

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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. Demonstrated highly developed analytical, interpersonal, and negotiations skills.
2. Considerable knowledge and understanding of legislation, policies, programs and practices for conserving biodiversity in Western Australia through acquiring and reserving land.
3. Considerable experience in coordinating land tenure proposals involving State or Commonwealth Government agencies and or project proponents and landowners.
4. Well-developed skills in verbal and written communication including considerable experience in drafting high level documents and reports.

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

5. A demonstrated understanding of, and commitment to, the principles and practices of Occupational Health and Safety, Equal Employment Opportunity and diversity management.
6. An understanding of the *Conservation and Land Management Act 1984*, the *Land Administration Act 1997* and related regulations. **(Desirable)**
7. A current car driver's licence. **(Desirable)**
8. A relevant tertiary qualification related to the duties of this position. **(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

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.	Nil		
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: