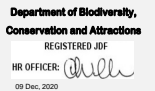


# Job Description Form

## 1. Position Details

<b>Position Title</b> Senior Operations Officer			<b>Position Number</b> DBCA3024781
<b>Level/Grade</b> Level 5	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSCA 2019	<b>Effective Date</b> 9 December 2020
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> South Coast Region	
<b>Section</b> Albany District		<b>Location</b> East Mt Barren, Fitzgerald River National Park	

## 2. Reporting Relationships

<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 8	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JOF HR OFFICER: <i>Will</i> 09 Dec, 2020</p>										
Responsible to												
<b>Position Title</b> District Manager	<b>Level/Grade</b> Level 6 or 7											
Responsible to												
<b>This position</b>		<b>Other offices reporting directly to this office</b>										
		<table border="1"> <tr> <th>Position title</th> <th>Level/ Grade</th> </tr> <tr> <td>District Fire Coordinator</td> <td>Level 5</td> </tr> <tr> <td>District Parks and Visitor Services Coordinator</td> <td>Level 5</td> </tr> <tr> <td>District Coordinator Conservation</td> <td>Level 5</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 Parks and Visitor Services Coordinator	Level 5	District Coordinator Conservation	Level 5	Finance and Administration Officer	Level 3
Position title	Level/ Grade											
District Fire Coordinator	Level 5											
District Parks and Visitor Services Coordinator	Level 5											
District Coordinator Conservation	Level 5											
Finance and Administration Officer	Level 3											
<b>Officers under direct responsibility</b>												
<b>Position Title</b> 4 x Ranger Fitzgerald River National Park Conservation Employee Overseer	<b>Level/Grade</b> Grade 1 or 2 AWU Level 3	<b>Approx. no. FTEs supervised</b> Nil 1										

## 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 limited direction of the District Manager:

Responsible for the management and administration of the East Mt Barren work centre, the Fitzgerald River National Park (FRNP) and departmental operations within other departmental land and unallocated Crown land in the shires of Jerramungup and Ravensthorpe.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

<b>Position Title</b> Senior Operations Officer			
<b>Position No.</b> DBCA3024781	<b>Level/Grade</b> Level 5	<b>Specified Calling</b> N/A	<b>Effective Date</b> 9 December 2020

## 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 limited direction of the District Manager:

### SERVICES MANAGEMENT (15%)

1. Leads and coordinates the works program, determines standards and techniques, and ensures all activities are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, licensing and enforcement programs, departmental standards, circulars, policies, guidelines and other relevant legislation.
2. Assists in the preparation of strategic operational plans to reflect service and departmental objectives.
3. Provides information and advice to the District Manager on operational related and field management matters. Coordinates the preparation of correspondence, briefing notes, ministerial responses and reports, as required.

### OPERATIONS (65%)

4. Prepares and implements an annual schedule of works in accordance with the Operations Plan, service division requirements, resource requirements, and seasonal and environmental factors.
5. Reviews and provides advice to the District Manager on Visitor Risk Management for departmental lands.
6. Contributes to the development of management plans for department managed lands.
7. Liaises with the public, the media, other government departments, local government, interest groups and landowners to ensure there is effective communication in relation to departmental outcomes.
8. Ensures preparedness and liaison with local government and volunteer organisations and neighbours with regard to fire planning and fire suppression activity.
9. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
10. Assists in liaison with Aboriginal communities concerning native title interests, joint and cooperative reserve management activities.
11. Represents the department on departmental and interdepartmental planning teams in relation to natural resource management initiatives.

### HUMAN RESOURCE MANAGEMENT (5%)

12. Promotes and ensures there is a high standard of open, honest and clear communication; with all staff and volunteers supervised including clear delegation of authority, acceptance of responsibility and appropriate levels of accountability.
13. Fosters a team spirit and culture of empowerment and productivity, providing leadership and coaching for junior staff
14. Determines training needs and ensures effective training is provided to all personnel supervised
15. Ensures there is effective performance management for all staff supervised
16. Ensures safe, efficient and effective work methods are used at all times

### FINANCE (10%)

17. Assists in the preparation and review of the budget.
18. Monitors cost effectiveness of works, compiles cost data, prepares reports, develops funding submissions, ensures correct input of budget and expenditure data into financial systems.

### OTHER DUTIES (5%)

19. Provides secretarial support to the Fitzgerald River National Park Advisory Group.
20. 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.
21. Completes other tasks as directed by the District 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 four criteria. These should be addressed in no more than four pages in total.

1. Considerable ability in natural resource management including environmental, recreational, fire, and reserve management.
2. Demonstrated experience of high level leadership, supervisory, works program planning, and human resource management skills, including the ability to conduct performance development and management reviews.
3. Evidence of demonstrated interpersonal skills, and experience in effective liaison and negotiation with other government agencies, industry, stakeholders, indigenous groups and community interest groups, with a preference for someone willing to work with Aboriginal people and having an awareness of their culture.
4. Demonstrated experience in, and knowledge of administrative and financial management, including budget preparation and expenditure control.

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

5. Demonstrated high level oral and written communication skills, including the ability to respond to: complex and detailed enquiries, using computer software (including Word, Excel, GIS systems etc.) for report writing and data analysis.
6. Demonstrated physically fit and able to pass the department's annual fire fitness test. Willingness and ability to assume allocated roles in the Incident Management Team, 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.
7. Understanding of occupational, health and safety, and equity and diversity principles and practices.
8. Current 'C' Class Driver's Licence with a preference for a current 'MR' Class Driver's Licence.
9. Tertiary qualification in a natural science relevant to nature conservation, natural resource or wildlife management or equivalent. (**Desirable**)
10. A sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, departmental policies and relevant industrial awards. (**Desirable**)
11. Sound working knowledge and understanding of field operations in particular: prescribed burning practices and weed and feral animal control. (**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 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:
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	4WD Vehicle, Personal Computer, GPS, fire 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	511112
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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: