


Job Description Form

1. Position Details

Position Title Senior Ranger (Marine) – Lalang garram			Position Number DBCA3098606
Level/Grade Grade 3	Specified Calling N/A	Agreement Rangers Award/ RNPGA 2020	Effective Date 15 January 2021
Division Regional and Fire Management Services		Branch Kimberley Region	
Section West Kimberley District		Location Broome	

2. Reporting Relationships

Position Title Operations Manager	Level/Grade Level 6	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JOF HR OFFICER: <i>[Signature]</i> 18 Jan, 2021</p>		
↑ Responsible to				
Position Title Coordinator (Lalang garram Parks)	Level/Grade Level 5			
↑ Responsible to				
This position		<p>Other offices reporting directly to this office</p> <table border="1"> <tr> <td>Position title Administration Officer Joint Management</td> <td>Level/ Grade Level 3</td> </tr> </table>	Position title Administration Officer Joint Management	Level/ Grade Level 3
Position title Administration Officer Joint Management	Level/ Grade Level 3			
↑ Officers under direct responsibility				
Position Title 2 x Ranger Marine	Level/Grade Grade 1 or 2	Approx. no. FTEs supervised Nil		

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 Coordinator (Lalang-garram Parks):

Manages the Lalang-garram marine parks in the West Kimberley district in joint management with traditional owners including:

- the development and delivery of the annual Lalang-garram Marine Parks' works program for parks and visitor services and conservation, in accordance with departmental guidelines, policies, joint management agreements, management plans and budgeting requirements;
- Supervision, works programming and career development of marine ranger team including fee for service rangers from Dambimangari Aboriginal Corporation
- undertaking marine park patrols and maintaining and skippering departmental vessels and equipment; and
- assisting with the development and delivery of conservation, cultural protection, managing visitation, science, education, interpretive and enforcement works programs.

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 Coordinator (Lalang-garram) Parks:

In Joint Management with the Dambimangari Aboriginal Corporation :

OPERATIONS (50%)

- Undertakes and supervises parks and visitor services and conservation operations within the Lalang-garram Marine Parks in accordance with joint management agreements, management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements. These include:
 - contributing to the development of the marine and coastal annual works program and protected area estate planning activities and assisting with its implementation;
 - participating in the identification of hazards and risk mitigation factors in accordance with Visitor risk Management procedures;
 - undertaking patrols via liveaboard vessel, light aircraft, 4WD vehicle and ATV's for the purpose of conservation, undertaking science, protection of culture, managing visitation, raising public understanding of regulations, compliance monitoring and enforcement;
 - assisting with the collection and analysis of data for ecological and social monitoring and research programs, in line with established protocols;
 - undertaking installation and maintenance of PVS infrastructure (signage, shoreline markers, moorings and field stations) and maintenance of assets using departmental vessels; and
 - maintaining and skippering departmental vessels in accordance with Australian Maritime Safety Authority requirements and departmental policies.

STAFF (20%)

- Provides leadership, supervision and direction to staff supervised, and assumes the role of training/mentoring role for trainee staff including fee for service rangers from Dambimangari Aboriginal Corporation .
- Supervises the work of volunteers, trainees and contractors, where applicable, to the prescribed work standard.
- Facilitates effective teamwork and productivity in the implementation of works programs by encouraging cooperation, reviewing performance, providing feedback, identifying training requirements and addressing occupational health and safety issues.
- Optimises Aboriginal employment and involvement in the Lalang-garram Marine Parks.
- Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as in dealings with those listed 2 to 5 above.

PUBLIC INTERACTION (20%)

- Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
- Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups, indigenous organisations and other stakeholders.
- Assists in the preparation and delivery of interpretive and educational material, community education programs and public consultation relating to management plans and other planning documents and strategies.
- Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, including training and accreditation of staff as required.

GENERAL (10%)

- Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information and field trip plans and reports.
- Attends Lalang-garram Joint Management Body meetings and assists in presentation of information
- Maintains regular communications with the Dambimangari Aboriginal Corporation via key staff for the purposes of operations planning, scheduling of fee for service rangers and general communication.
- Undertakes activities associated with incident management (e.g. marine wildlife strandings, oil spills and wildfires) commensurate with experience and training.
- Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
- 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.
- Other duties as directed by the Coordinator (Lalang-garram Parks).

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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. Experience in leading, supervising and managing teams, empowering individuals to work with confidence both in teams and independently to deliver agreed outcomes and priorities.
2. Evidence of well-developed oral and interpersonal skills and experience in developing and maintaining positive relationships with traditional owners, commercial operators, licensees, key stakeholders, community groups and the general public, and have the ability to be involved in patrol and enforcement activities.
3. Experience and knowledge of implementing operational plans and works programs associated with marine, island and coastal management, preferably in the Kimberley region.
4. Knowledge of and experience in the maintenance and operation of vessels requiring a Coxswain Grade 1 (NC) as a minimum certificate of competency.

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

5. Demonstrated competence in written communication skills including demonstrated proficiency in word processing, the use of spreadsheets and database software.
6. Demonstrated experience in construction and maintenance particularly for marine infrastructure and equipment such as signage, moorings, field stations, outboards, small diesel engines and vehicles.
7. Physically fit, able and willing to work in remote areas, work weekends and public holidays as required, undertake extended periods of travel in remote locations and participate in fire and other emergencies; must be able to pass the departmental fire fitness test.
8. Certificate of Conservation and Land Management with a preference for a further tertiary qualification in natural resource management.
9. Hold a senior First Aid Certificate and a qualification to administer oxygen resuscitation or therapy or demonstrate an ability to obtain these qualifications;
10. Understanding of occupational, health and safety, equity and diversity principles and practices.
11. Current 'C' Class Driver's Licence.
12. Working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, in particular in relation to compliance management and have an understanding of the principles and practices of visitor risk management. **(Desirable)**
13. Master <24m (NC) and Marine Engine Drivers (MED) II qualifications **(Desirable)**
14. Working knowledge of the Australasian Inter-Service Incident Management System (AIIMS) and its application to emergencies such as bushfires, marine mammal strandings and oil spills. **(Desirable)**
15. 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.

Essential:

Open, Accountable, Responsive, Innovative, 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 checked="" type="checkbox"/> No Fixed Hours (Rangers only)	
	<input checked="" type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Travel	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	vessels up to 24m, 4WD, towing trailers, power and hand tools, fire fighting equipment, GPS, corporate firearms, underwater digital camera and video equipment, satellite phones, radios (UHF, VHF, HF).		
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 checked="" type="checkbox"/> Yes <input 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: