


Job Description Form

1. Position Details

Position Title Conservation Officer Terrestrial			Position Number DBCA3135438
Level/Grade N/A	Specified Calling Level 1 or 2	Agreement PSA 1992, PSCA 2019	Effective Date 22 February 2021
Division Regional and Fire Management Services		Branch Goldfields Region	
Section		Location Kalgoorlie	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8	 Registered JDF Establishment and Recruitment Officer 22 February 2021								
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Responsible to	Other offices reporting directly to this office									
Position Title Regional Leader Conservation	Level/Grade Level 6	<table border="1"> <tr> <td>Position title</td> <td>Level/Grade</td> </tr> <tr> <td>Principal Technical Officer</td> <td>Level 5</td> </tr> <tr> <td>Regional Wildlife Officer</td> <td>Level 5</td> </tr> <tr> <td>Operations Officer Conservation</td> <td>Level 3</td> </tr> </table>	Position title	Level/Grade	Principal Technical Officer	Level 5	Regional Wildlife Officer	Level 5	Operations Officer Conservation	Level 3
Position title	Level/Grade									
Principal Technical Officer	Level 5									
Regional Wildlife Officer	Level 5									
Operations Officer Conservation	Level 3									
↑										
Responsible to										
This position										
↑										
Officers under direct 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:

- At a professional Level and under immediate supervision (**Level 1**) or at an experienced professional level and under general supervision (**Level 2**) from the Regional Leader Conservation:
- Contributes to the delivery of the conservation program in the Goldfields region.
 - Contributes to the development and implementation of policy, strategies and guidelines relating to managing the impacts of development activities on conservation values in the region.
 - Examines and evaluates environmental reports, and critically reviews documents relating to mining, petroleum and other development proposals that may impact upon biodiversity and other conservation values.

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 (%).

At a professional Level and under immediate supervision (**Level 1**) or at an experienced professional level and under general supervision (**Level 2**) from the Regional Manager:

CONSERVATION AND ENVIRONMENTAL ASSESSMENT (95%)

Relevant knowledge application

1. Provides advice to decision-making authorities on mining proposals, native vegetation clearing, programs of works for exploration and plans and strategies for environmental management.
2. Assesses potential compliance issues relating to development within Parks and Wildlife Service managed lands on a priority and as needs basis.
3. Provides advice to local government and the Western Australian Planning Commission on land use planning referrals.
4. Makes recommendations for the amelioration of the impacts of mining and petroleum development proposals and develops conditions to be incorporated into approval processes.
5. Prepares project plans and implements priority actions identified in regional conservation plans including, but not restricted to biodiversity surveys, threatened species and threatened ecological community management, and pest and weed management programs.
6. Develops and implements monitoring programs to inform adaptive management of pests and weed programs.
7. Develops and maintains regional data bases for conservation values, including threatened flora and fauna, and pest animal and weed management control.
8. Provides specialist advice on biodiversity values, management of threats and impacts, ecological processes and land management techniques as required.
9. Ensures all advice and works are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, associated regulations, policies, statements and guidelines.
10. Researches, analyses and synthesizes information to enable the development, distribution and periodic revision of guidelines, procedures and conditions in relation to development activities. (**Level 2**)

Working with others

11. Cooperates and collaborates with officers within the team and the department, liaising and ensuring good networking and liaison occurs with sections and branches where interdependencies exist.
12. Liaises and negotiates with contacts in industry, government agencies, local government, academic institutions and community groups (including Aboriginal organisations) on matters relating to development management and conservation program management, as appropriate.
13. Represents the department on internal and external committees and working groups as required.
14. Mentors (**Level 2**) and provides (**Level 1**) professional and technical leadership in field of expertise. Provides a mentoring and support role to the conservation program's regional staff, Parks and Wildlife Service rangers, volunteers and aboriginal ranger groups in the office and in the field.
15. Applies a good understanding of the key components of client protocol and adheres to ethical behavioural standards.

Written and oral communication

16. Consults with senior officers, industry, government agencies and the community and provides and receives advice and information on the management and regulation of moderately complex conservation and environmental issues.
17. Prepares technical reports, correspondence, briefing notes and materials for demonstrations related to flora, vegetation and conservation reserve management. Reports regularly on progress of works in accordance with agreed protocols
18. Participates in (**Level 1**) or leads (**Level 2**) the department's negotiations with industry, other government agencies, the general public, local governments and community groups regarding the assessment of development impacts on biodiversity and other values of lands and waters managed by the department; as directed.

Research and problem solving and technical knowledge

19. Investigates (including field work) and evaluates the impacts of development proposals (including mining and petroleum developments) upon biodiversity and other values of lands and waters managed by the department.
20. Contributes to the development and implementation of policies, strategies, systems and programs to support the advice provided by the department.
21. Provides quality technical advice on the conservation-related aspects of development proposals and their management and associated activities.
22. Develops and maintains professional competence and knowledge in environmental assessments and the biodiversity issues surrounding mining and petroleum developments.

OTHER (5%)

23. Contributes to the development of funding applications to support conservation management in the region.
24. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
25. 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 Regional Manager.
26. Undertakes other duties as directed by the Regional 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, including where possible the desirable criterion. These should be addressed in no more than three pages in total.

1. Broad (**Level 1**) or sound (**Level 2**) knowledge and understanding of current environmental issues and abilities (**Level 1**) or experience (**Level 2**) in conservation management (including planning and executing works programs) with a preference for someone with experience in delivering conservation programs in a semi - arid environment.
2. Experience in applying technical and scientific knowledge to basic (**Level 1**) or moderately complex (**Level 2**) biodiversity management issues, arising from mining and petroleum developments, (including land and water values), in order to achieve desirable conservation and environmental outcomes;
3. A Bachelor of Science degree from a recognised university in an appropriate discipline (e.g. Science, Environmental Management, Natural Resource Sciences, Conservation Management or related discipline).
4. Knowledge (**Level 1**) or working knowledge (**Level 2**) of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* associated regulations and issues pertaining to mining and petroleum development, particularly related to Western Australia. (**Highly Desirable**)

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

5. Well - developed (**Level 1**) or sound (**Level 2**) interpersonal and oral communication skills and an ability (**Level 1**) or demonstrated ability (**Level 2**) for effective liaison with government, industry, conservation groups, Aboriginal organisations, the general community and within an organisation; including working as part of a multi- disciplinary team and liaising with all sections of an organisation where role interdependencies exist. Knowledge of aboriginal culture and willingness to work with aboriginal people.
6. Good (**Level 1**) or sound (**Level 2**) written communication skills; including the use of computer software (Word, Excel GIS, GPS etc.) for technical report writing, correspondence, data analysis and materials for demonstrations. Capable of producing documents for publication in peer reviewed journals.
7. Ability (**Level 1**) or demonstrated ability (**Level 2**) to think critically, analyse and propose achievable solutions, show initiative, be innovative, organise and implement programs to meet set timelines.
8. Ability and willingness to work and camp in isolated areas.
9. Understanding of occupational, health and safety, and equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence.
11. 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.

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, Creative, 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 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.	4WD Vehicle, personal Computer		
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 type="checkbox"/> Yes <input checked="" 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: