


Job Description Form

1. Position Details

Position Title Operations Officer – Joint Management			Position Number DBCA3135660
Level/Grade Level 4	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 8 March 2021
Division Regional and Fire Management Services		Branch Goldfields Region	
Section		Location Proposed Matuwa – Kurrara Kurrara and Lake Carnegie National Parks – based at Matuwa (former Lorna Glen pastoral lease).	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8	 Registered JDF Establishment and Recruitment Officer 8 March 2021									
↑ Responsible to											
Position Title Joint Management Coordinator	Level/Grade Level 5	Other offices reporting directly to this office <table border="1"> <tr> <td>Position title 3 x Operations Officer 2 x Trainee Ranger Leads</td> <td>Level/ Grade Level 3 RA3</td> </tr> </table>	Position title 3 x Operations Officer 2 x Trainee Ranger Leads	Level/ Grade Level 3 RA3							
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↑ This position											
↑ Officers under direct responsibility <table border="1"> <thead> <tr> <th>Position Title</th> <th>Level/Grade</th> <th>Approx. no. FTEs supervised</th> </tr> </thead> <tbody> <tr> <td>Trainee Ranger Lead 50D</td> <td>RA3</td> <td>Nil</td> </tr> <tr> <td>5 x Trainee Rangers 50D</td> <td>RA1</td> <td>Nil</td> </tr> </tbody> </table>			Position Title	Level/Grade	Approx. no. FTEs supervised	Trainee Ranger Lead 50D	RA3	Nil	5 x Trainee Rangers 50D	RA1	Nil
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5 x Trainee Rangers 50D	RA1	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 general direction of the Joint Management Coordinator:

- Responsible for the development, organisation and implementation of works programs, projects and activities on the proposed Matuwa - Kurrara Kurrara and Lake Carnegie National Parks which is proposed to be jointly managed with the Tarlka Matuwa Piarku Aboriginal Corporation (TMPAC).
- Supervises, organises and mentors Wiluna Martu Rangers to undertake these works.

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 general direction of the Joint Management Coordinator:

SERVICES DELIVERY (10%)

1. Determines the standards and techniques for implementing the works programs. Ensures all activities are compatible with the department's objectives and responsibilities.
2. Coordinates the annual works program with respect to management plan priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Bush Fires Act 1954*, circulars, guidelines, policies and other relevant legislation.

FIELD OPERATIONS (40%)

4. Participates in daily operational works, planning up to 12 months ahead to meet targets. Develops periodic works programs and monitors and reports on these.
5. Undertakes and supervises rangers in field operations works programs these include conservation activities - fencing maintenance, rehabilitation of disturbed or degraded lands, weed eradication, native fauna management, and feral animal control.
6. Develops and maintains infrastructure, maintains equipment, and coordinates site maintenance, and service programs. Supervises project works, including visitor infrastructure projects as required.
7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
8. Communicates effectively, both verbally and written, with other regional and specialist staff to ensure best practice activities.
9. Fosters strong and culturally sensitive working relationships with the Wiluna Martu Traditional Owner partners.
10. Participates in community and visitor education for the proposed Matuwa – Kurrara Kurrara and Lake Carnegie National Parks, including cultural programs that involve connection to culture and country, interpretation, education, awareness and training.
11. Liaises and maintains networks with departmental staff where interdependencies exist within the organisation. Represents the department at meetings with local authorities, other government departments and stakeholders.
12. Assists with compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, and associated regulations when required.

HUMAN RESOURCES AND FINANCIAL MANAGEMENT (40%)

13. Supervises the work of rangers, trainees, volunteers, and contractors, where applicable, to the prescribed work standards., including rostering, induction, training, mentoring, and performance management. Actively contributes as a team member.
14. Provides leadership and targeted mentoring of the Wiluna Martu Rangers for succession planning within the Joint Management program.
15. Works in close collaboration with the Regional Trainer to ensure that works programs and training for the Wiluna Martu rangers are linked where possible.
16. Ensures safety is adhered to and processes and procedures are reviewed and improved on a regular basis, having regard for *Occupational Health and Safety Act 1984*, public liability, departmental risk factors and relevant Acts and regulations.
17. Participates in the preparation of financial estimates for the delivery of operations.
18. Monitors budgets and expenditure, on the proposed Matuwa – Kurrara Kurrara and Lake Carnegie National Parks Ensures cost effectiveness of works and arranges payment of accounts.
19. Ensures that any fees and other collected monies are accounted for, in accordance with the *Financial Management Act 2006*.

GENERAL (10%)

20. Participates in departmental training and safety programs as directed.
21. 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.
22. Undertakes other duties as directed by the Joint Management 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 5 criteria in a written application. These should be addressed in no more than 4 pages in total.

1. Experience in natural resource management, including land management and planning; with a preference for someone with knowledge of nature conservation, cultural heritage and recreational facility delivery issues.
2. Evidence of well-developed interpersonal and oral communication skills with experience in liaising with external organisations; including other government agencies, community, and special interest groups, plus an ability and willingness to work with traditional owners to deliver native title aspirations and goals through joint management, cooperation or collaborative arrangements.
3. Knowledge and experience of working effectively as part of a team and independently; showing a high level of self-motivation, and skills in organising and implementing works programs.
4. Demonstrated ability to supervise others, identify training needs and promote an environment of continuous learning.
5. Willingness and ability to travel and work away from home, and prepare for and camp in remote locations, for up to 25% of the work time when required.

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

6. Well-developed written report writing skills and the ability to use computer software for data analysis and database management.
7. Experience in project development, budget preparation, control and expenditure of allocated work projects.
8. Demonstrated physically fit and able to pass the department's field fire fitness test, 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, including outside normal hours of work.
9. Understanding of occupational, health and safety, equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence, with a preference for an 'MR' Class Driver's Licence.
11. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**.
12. Working knowledge of the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016*, the *Bush Fires Act 1954*, and associated regulations. **(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, 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No (1-year fixed term contract with the possibility of extension and/or permanency depending upon operational need).		
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 checked="" type="checkbox"/> Other - Please specify below: Camping, Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD vehicle, ATVs Power tools, firefighting equipment, Corporate firearms, computer, satellite phone, digital camera, GPS, radios (VHF and UHF), possibly earth moving equipment such as skid steers.		
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: