


Job Description Form

1. Position Details

Position Title: Senior Ranger			Position Number: DBCA3134019
Level/Grade: Grade 4	Specified Calling: N/A	Agreement: Rangers Award / RNPGA 2020	Effective Date: 9 March 2021
Division: Regional and Fire Management Services		Branch: South West Region	
Section: Wellington District		Location: Collie	

2. Reporting Relationships

Position Title: District Manager	Level/Grade Level 6 or 7	 Registered JDF Establishment and Recruitment Officer 9 March 2021	
↑			
Responsible to	Other offices reporting directly to this office:		
Position Title: District Parks & Visitor Services Coordinator	Level/Grade: Level 5	← Position title: Operations Officer	Level/ Grade: Level 3
↑			
Responsible to:			
This position			
↑			
Officers under direct responsibility:			
Position Title: Senior Ranger 4 x Trainee Ranger 50D	Level/Grade: Grade 3 RA1	Approx. no. FTEs supervised: 3 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 District Parks and Visitor Services Coordinator:
Responsible for the overall management and leadership of Rangers and Trainee Rangers in the Wellington District, including:

- Works programs and day to day operations for the parks and visitor services program across existing and expanding parks, lakes and trails in the district;
- Maintaining networks, liaising with visitors, and commercial tourism operators;
- Assisting with the Online booking management in the district;
- coordinating community education and interpretive activities; and
- assuming a leadership role for compliance and enforcement issues within the district.

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 District Parks and Visitor Services Coordinator:

OPERATIONS (50%)

1. Leads and supervises operations outlined in the parks and visitor services program and conservation services strategic operations plans in accordance with management plans, interim management guidelines, budgeting requirements, prescriptions and other departmental requirements across existing and expanding parks, lakes and trails in the district;

These include:

- contributing to short / medium term park planning and conservation activities and participating in statutory planning.
- coordinating site maintenance and servicing programs for Lake Kepwari, Arklow mountain bike trails, walk and mountain bike trails around Wellington Dam, Westralia Trails, and Glen Meryn Dam.
- assisting and project managing allocated proposed capital works for New Parks expansions.
- assisting in Online booking management for the district.
- assisting in the preparation of budgets for allocated works programs and monitoring expenditure and reporting on performance and outcomes; and
- implementing recording systems and collecting visitor and natural resource monitoring data according to protocol.

STAFF (10%)

2. Implements staff leadership responsibilities, including supervision, performance development and management of rangers, volunteers, visitor service information officers, conservation employees and contractors, as appropriate.
3. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as dealing with those listed in 2 above.

PUBLIC INTERACTION (30%)

4. Maintains networks and liaises with visitors, commercial tourism operators, community interest groups (including Aboriginal groups) and other stakeholders, particularly in relation to the New Parks expansion.
5. Assists in the preparation of interpretative and educational material and offers suggestions for its mode of delivery.
6. Coordinates and participates in the implementation of volunteer programs.
7. Monitors the collection of fees and provides advice on fee implementation, as required.
8. Coordinates in the implementation of community education and interpretative activities.
9. Arranges and participates in public involvement activities, including consultation and education relating to the development and implementation of management plans and other planning documents and strategies.
10. Performs and assumes a leadership role for compliance and enforcement duties in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservations Act 2016* and associated regulations.

GENERAL (10%)

11. Maintains networks and liaises with other government agencies, local government authorities and private landholders with regard to reserve activities.
12. Responsible for the management and mitigation of visitor risk and maintenance of Visitor Risk Management requirements across the reserve and its surrounding environment.
13. Ensures that fees and all collected monies are accounted for in accordance with the *Financial Management Act 2006*.
14. Responsible for carrying out all general administration required by the role in an efficient and effective manner.
15. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
16. 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.
17. Undertakes other duties as required by the District Parks and Visitor 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. Considerable experience in leading, supervising and managing teams across a number of separate locations, empowering individuals to work with confidence both in teams and independently to deliver agreed outcomes and priorities, with particular emphasis on the development, management and supervision of park-specific projects.
2. Evidence of excellent oral communication and interpersonal skills and considerable experience in building and maintaining networks; liaising with the public, commercial tourism operators, community groups, special interest groups (including indigenous groups) and other stakeholders; and in patrol and enforcement procedures.
3. Considerable experience and knowledge of implementing operational plans and works programs associated with visitor management and natural resource management, having regard to the threatening processes affecting native flora and fauna, rehabilitation techniques and the monitoring and control of pests and weeds.
4. Considerable experience in developing and participating in the delivery of, interpretative and educational programs.

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

5. Demonstrated proficiency in written communication and computer operation skills, including word processing, spreadsheets and database software with a preference for experience in using departmental databases such as Ratis, RECDATA, FLORABASE.
6. Physically fit, must be able to pass the department's fire fitness test, be competent in fire management and working with local bush fire brigades and 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. Certificate in National Parks Management, a Certificate of Conservation and Land Management or an equivalent qualification with a preference for a further tertiary qualification in natural resource management.
8. Demonstrated ability to contribute to administer park budgets and monitor expenditure.
9. Understanding of occupational health and safety, and equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence.
11. Considerable working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, with a particular emphasis on law enforcement. **(Desirable)**
12. Knowledge of the Incident Control System and its application to emergencies such as oil spills, wildfires and marine mammal strandings. **(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

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 type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only) TBD	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Fire-fighting equipment, small machinery, chainsaws, 4 WD vehicles, power tools, GPS, 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 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		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234314
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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: