

Job Description Form

1. Position Details

Position Title Marine Conservation Officer (Planning)			Position Number DBCA3075918
Level/Grade	Specified Calling Level SCL2	Agreement PSA1992 / PSCA 2019	Effective Date 15 March 2021
Division Parks and Visitor Services Division		Branch Aboriginal Engagement, Planning and Lands	
Section Planning Unit		Location Kensington	

2. Reporting Relationships

Position Title Manager, Aboriginal Engagement, Planning and Lands Branch	Level/Grade Level 8
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Responsible to

Position Title Senior Marine Conservation Officer	Level/Grade SCL3
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Responsible to

This position



Officers under *direct* responsibility

Position Title None	Level/Grade	Approx. no. FTEs supervised
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Establishment and Recruitment Officer
15 March 2021

Other offices reporting directly to this office

Position Title Marine Conservation Officer (Planning) x 4 Marine Conservation Officer (Planning)	Level/Grade SCL2 SCL1
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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 general direction:

- undertakes the preparation of management plans for marine conservation reserves, including joint management plans;
- integrates social, cultural and ecological research into the marine planning process;
- undertakes consultation in preparation of marine reserve management plans;
- supervises staff as required.

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 (%).

Planning (80%)

1. Undertakes the preparation of marine reserve management plans in accordance with the *Conservation and Land Management Act 1984* and other relevant instructions; and with joint management partners where required.
2. Leads project teams and facilitates departmental staff and external stakeholders input to prepare management plans.
3. Undertakes community consultation for the purposes of marine reserve planning.
4. Drafts briefing papers and other correspondence.
5. Liaises with departmental staff, staff from other government agencies, non-government organisations, traditional owner groups and other key stakeholders to ensure that marine reserve management plans address the needs of government, the community and joint management partners.
6. Undertakes statutory steps and processes associated with the creation and zoning of marine reserves,
7. Maintains expertise, knowledge in planning principles, techniques and procedures in relation to marine management.
8. Represents the department on intra- and inter-departmental committees as required and appropriate, and attends meetings, workshops and conferences as required.

Technical (10%)

9. Provides direction to technical staff, contractors and consultants allocated to the planning program.
10. Presents lectures and workshops to scientific groups, other government agencies, education institutions and the public as required.

Other (10%)

11. Undertakes other duties as directed.
12. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

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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. A Bachelor of Science degree in a relevant discipline (marine or natural sciences or natural resource management), or an approved equivalent qualification.
2. Considerable experience in marine protected area planning, including experience in joint management planning and a good understanding of marine reserve management planning principles, techniques and procedures
3. Considerable experience in and knowledge of the management of marine ecosystems or coastal management, and the environmental, social, cultural and economic issues associated with marine protected area management.
4. Well-developed interpersonal skills and experience in liaising with a range of stakeholders, including traditional owners, local and state government, peak bodies, special interest groups and individuals in regard to natural resource management issues.

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

5. Well-developed written communication skills, including briefing notes, report writing, correspondence, public documents and materials for presentations.
6. Considerable demonstrated analytical and research skills.
7. Considerable knowledge of relevant marine conservation legislation and Government policy and the functions and policies of the Department and the Conservation and Parks Commission. **(Desirable)**
8. Willing to undertake travel to regional locations to undertake planning processes if required.
9. Possession of a current driver's license.
10. Understanding of occupational, health and safety, and equity and diversity principles and practices.
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 **(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.

Desirable:

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 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 ie 60% of full time hours.	1.0		
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)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
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: