

Job Description Form

1. Position Details

Position Title Regional Manager – South Coast			Position Number DBCA0211588
Level/Grade Level 8	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 29 March 2021
Division Regional and Fire Management Services		Branch South Coast Region	
Section		Location Albany	

2. Reporting Relationships

Position Title Deputy Director General	Level/Grade Non- CEO Band 3
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Establishment and Recruitment Officer
Registered JDF
29 March 2021

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Responsible to

Position Title Executive Director Regional and Fire Management Services	Level/Grade Class 2
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Responsible to

This position

Other offices reporting directly to this office

Position title	Level/Grade
Assistant Director	Level 8
Fire Management Services Branch Manager	Level 9
Regional Manager Swan	Level 8
Regional Manager Midwest	Level 8
Regional Manager Kimberley	Level 8
Regional Manager Pilbara	Level 8
Regional Manager South west	Level 8
Regional Manager Wheatbelt	Level 8
Regional Manager Warren	Level 8
Regional Manager Goldfields	Level 8
Divisional Business Manager	Level 7
Divisional Leader Regional Services	Level 7
Executive Officer	Level 5

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Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
District Manager Albany	Level 6 or 7	5
District Manager Esperance	Level 6 or 7	5
Regional Leader Parks and Visitor Services	Level 6 or 7	1
Regional Leader Conservation	Level 6 or 7	1
Regional Fire Coordinator	Level 6	1
Regional Business and Finance Manager	Level 5	Nil
Personal Assistant	Level 2	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:

Reporting to the Executive Director Regional and Fire Management Services:

- At a regional level directs and controls the conservation of wildlife and management of lands, waters and resources to achieve departmental and government outcomes.

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 (%).

Reporting to the Executive Director Regional and Fire Management Services:

1. Provides and promotes a proactive and positive leadership style for the region, especially in the management of change. Displays a highly developed understanding of strategic corporate issues and a sound practical understanding of the change management process. **(10%)**
2. Leads and supervises a senior regional staff team responsible for developing and implementing management plans and works programs. Ensures strategic and integrated allocation of resources across programs and functions through effective negotiation and internal communication. Ensures work is completed to agreed standards and timeframes, even when there are obstacles to overcome. **(10%)**
3. Oversees and participates in the development and implementation of works programs to meet service, divisional, corporate, and government priorities. Sets and monitors standards for implementation of works programs and use and management of available resources. Liaises with Fire Management Services Branch and other specialist branches to ensure that resources and expertise are allocated to implement works programs according to overall departmental priorities and prescribed standards. Solutions developed support long term objectives of the department and are within acceptable levels of risk. Judgment displayed is widely respected. **(15%)**
4. Oversees the development and management of the regional budget, and ensures financial accountability for all expenditure in the region. **(15%)**
5. Uses extensive experience and judgment to guide and respond to parks and conservation, and land use issues in ways that meet the department's corporate objectives. Displays a competent ability to diagnose issues based on well researched reliable complete information from a range of sources. Communicates clearly the rationale for decisions to stakeholders. **(10%)**
6. Provides liaison and establishes new working relationships outside the department with other government departments, local authorities, industry, community groups, unions, media organisations, advisory committees and the public to achieve public involvement objectives and community support for the department's mission. **(10%)**
7. Provides effective management of the region's workforce, particularly in the implementation of performance management and career development, skills training, diversity, ethics, industrial relations, safety, fitness and health. **(10%)**
8. Implements the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Public Sector Management Act 1994*, other relevant Acts and Regulations, management plans, interim guidelines, recovery plans and recreation development plans relevant to the region. **(5%)**
9. Ensures that opportunities are identified and acted on for the development of new business, partnerships, external funding, sponsorships, and promotional and marketing activities. **(5%)**
10. Assists in the coordination and control of emergency operations. Ensures liaison with departmental State headquarters, other organisations and the media during these emergencies. Carries out allocated emergency incident management roles. **(5%)**
11. Ensures responsibilities are undertaken by demonstrating professional, accountable and appropriate behaviour aligned to the Code of Ethics and the department's Code of Conduct. **(5%)**
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 three criteria. These should be addressed in no more than three pages in total.

1. Extensive experience in the field of natural land and resource management including fire management, nature conservation and parks and visitor services.
2. Demonstrated highly developed skills, competence and experience of empowering leadership of large multi-disciplinary teams. Evidence of ability to set clear direction, introduce change, achieve outcomes, review and adjust performance, and resolve conflict using appropriate strategies.
3. Substantial experience and demonstrated competence in financial management and other management systems and able to anticipate priorities and develop long-term plans for a work area; including project management, risk management and information technology.

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

4. 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.
5. Demonstrated capacity to undertake objective, critical analysis and distil the core issues, presenting logical arguments and draw accurate conclusions.
6. Highly developed written and oral communication skills; including a demonstrated ability to effectively communicate, liaise and negotiate with various community organizations, government instrumentalities, industries and stakeholder groups at a range of levels depending on the audience knowledge and background. Have a well-developed awareness and understanding of community interests and values in the field of natural land management and biodiversity conservation, including knowledge and experience in working with Aboriginal people. Evidence of ability to recognise shared agendas and work towards mutually beneficial outcomes.
7. Understanding of occupational health, safety and equity, and diversity principles and practices.
8. Current 'C' Class Driver's Licence.
9. A relevant degree from a recognised university in a discipline related to land or natural resource management. **(Desirable)**
10. Demonstrated competence and experience in emergency incident management. **(Desirable)**
11. Knowledge of, and experience in, the application of legislation and policy to achieve biodiversity conservation, land management and other natural resource management goals and sound knowledge of government financial management, reporting and accountability requirements. **(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, 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)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	139999
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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: