

Job Description Form

1. Position Details

Position Title Senior Ranger			Position Number DBCA3135959
Level/Grade Grade 3	Specified Calling N/A	Agreement Rangers Award / RNPGA 2020	Effective Date 23 March 2021
Division Regional and Fire Management Services		Branch Midwest Region	
Section Shark Bay District		Location Gascoyne Junction	

2. Reporting Relationships

Position Title District Manager	Level/Grade Level 6 or 7
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Responsible to

Position Title Joint Management Coordinator	Level/Grade Level 5
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Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Yinggarda Trainee Rangers x 2	RA1	2

Department of Biodiversity,
Conservation and Attractions
REGISTERED JDF
HR OFFICER: 
23 Mar, 2021

Other offices reporting directly to this office



Position title	Level/ Grade
Operations Officer – Joint Management	Level 4
Senior Ranger – Mount Augustus/Denham	Grade 3

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 direction of the Joint Management Coordinator:

- Responsible for the development, organisation and implementation of works programs, projects and activities across parks in the Shark Bay District with a focus on Kennedy Range National Park, working with and mentoring Yinggarda Trainee Rangers in park management.
- Supervises, organises and mentors Aboriginal Rangers, Trainee Rangers and Ranger's Assistants with a focus on Kennedy Range National Park.

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 direction of the Joint Management Coordinator:

OPERATIONS (60%)

1. Undertakes and supervises operations and works programs at Kennedy Range National Park and other parks in the Shark Bay District in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements to protect natural and cultural values and enhance visitor experiences.

These include:

2. Contributing to short /medium term park planning activities.
3. Undertaking conservation activities including fencing maintenance, rehabilitation of disturbed or degraded lands, weed eradication, native fauna management, and feral animal control.
4. Developing and maintaining infrastructure, maintaining equipment, coordinating site maintenance, and servicing programs for the Kennedy Range National Park and other parks in the Shark Bay District as required.
5. Supervising project works, including visitor infrastructure projects as required.
6. Identifying hazards and mitigation of risks for visitors in accordance with Visitor Risk Management procedures.
7. Participating in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
8. Undertaking patrols via 4WD vehicle and ATVs for the purpose of raising public understanding of regulations, compliance monitoring and enforcement.
9. Implementing recording systems and collecting visitor and natural resource monitoring data according to protocol.

PUBLIC INTERACTION (20%)

10. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
11. Fosters strong working relationships with Yinggarda traditional owner partners and other traditional owner partners across the Shark Bay District.
12. Liaises with neighbours, visitors, other government agencies, local government, commercial tourism operators, community groups and other stakeholders.
13. Participates in community and visitor education for the Kennedy Range National Park and other parks in the Shark Bay District including cultural programs that include connection to culture and country, interpretation, education, awareness and training.
14. Assists with the preparation and delivery of interpretive and community educational programs and material.
15. Coordinates and participates in the implementation of volunteer programs.
16. 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.
17. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, as required.
18. Undertakes training and accreditation of staff and Aboriginal Rangers, Ranger's Assistants and Trainee Rangers, as required.

STAFF (10%)

19. Supervises the work of rangers, trainees, volunteers, and contractors, where applicable to the prescribed work standard, including rostering, induction, training, mentoring, performance management, occupational health and safety.
20. Provides leadership and targeted mentoring of Yinggarda people for succession planning within the joint management program.
21. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as in dealings with those listed in 19 and 20 above.

GENERAL (10%)

22. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
23. Ensures that fees and other collected monies are accounted for, in accordance with the *Financial Management Act 2006*.
24. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the District Manager.
25. 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 4 criteria. These should be addressed in no more than 4 pages in total.

1. Experience in leading, supervising and managing teams, empowering individuals to work with confidence, encouraging a strong teamwork culture and working independently to deliver agreed outcomes and priorities within a harmonious work environment.
2. Evidence of well-developed oral and interpersonal skills and 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. Ability and willingness to work with traditional owners to deliver native title aspirations and goals through joint management, cooperation or collaborative arrangements.
4. Experience and knowledge of implementing operational plans and works programs including budget management, associated with visitor management and natural resource management, having regard to the threatening processes affecting native flora and fauna and experience with infrastructure development and maintenance.

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

5. Demonstrated competence 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 RATAIS, RECDATA, FLORABASE.
6. Physically fit, able and willing to participate in fire and other emergencies, must be able to pass the Department's 'operational' fire fitness test and competent in fire management including prescribed burns and fire suppression.
7. Experience in developing and participating in the delivery of interpretative and educational programs.
8. 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.
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. Working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, in particular in relation to compliance management. (**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 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.	1.0		
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 checked="" type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input checked="" type="checkbox"/> No Fixed Hours (Rangers only)	
	<input checked="" 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.	4WD vehicle, ATVs Power tools, firefighting equipment, Corporate firearms, computer, satellite phone, digital camera, GPS, radios (VHF and UHF), automated traffic counters.		
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: