


# Job Description Form

## 1. Position Details

<b>Position Title</b> Ranger Grade 1 or 2		<b>Position Number</b> DBCA3086884	
<b>Level/Grade</b> Grade 1 or 2	<b>Specified Calling</b> N/A	<b>Agreement</b> Rangers Award / RNPGA 2020	<b>Effective Date</b> 25 March 2021
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> South Coast Region	
<b>Section</b> Albany District		<b>Location</b> Jacup / Fitzgerald River National Park	

## 2. Reporting Relationships

<b>Position Title</b> District Manager	<b>Level/Grade</b> Level 6 or 7	 Registered JDF Establishment and Recruitment Officer 25 March 2021			
↑ <b>Responsible to</b>					
<b>Position Title</b> Senior Operations Officer Fitzgerald River National Park	<b>Level/Grade</b> Level 5	<b>Other offices reporting directly to this office</b> <table border="1"> <tr> <td><b>Position title</b> 3 x Ranger Overseer Conservation Employee</td> <td><b>Level/ Grade</b> Grade 1 or 2 AWU Level 3 AWU Level 2</td> </tr> </table>	<b>Position title</b> 3 x Ranger Overseer Conservation Employee	<b>Level/ Grade</b> Grade 1 or 2 AWU Level 3 AWU Level 2	
<b>Position title</b> 3 x Ranger Overseer Conservation Employee	<b>Level/ Grade</b> Grade 1 or 2 AWU Level 3 AWU Level 2				
↑ <b>Responsible to</b> <b>This position</b>					
↑ <b>Officers under direct responsibility</b> <table border="1"> <tr> <td><b>Position Title</b> Nil</td> <td><b>Level/Grade</b></td> <td><b>Approx. no. FTEs supervised</b></td> </tr> </table>			<b>Position Title</b> Nil	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>
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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 the immediate direction of the Senior Operations Officer Fitzgerald River National Park: <ul style="list-style-type: none"> <li>Carries out programmed operational activities and field logistical support in parks and reserves in the Fitzgerald River National Park; including maintenance and servicing of facilities, visitor control, and the delivery of nature conservation programs as directed.</li> <li>Assists with fire, feral animal, weed and interpretative programs.</li> <li>Implements works programs consistent with departmental guidelines, policies and management plans.</li> </ul>
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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 immediate direction of the Senior Operations Officer Fitzgerald River National Park:

##### **OPERATIONS (50%)**

1. Undertakes and supervises operations outlined in the parks and visitor services program and conservation services strategic operations plans in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

2. Contributing to short –term park planning activities.
3. Undertaking fabrication and installation of visitor facilities and infrastructure, including painting, carpentry, metal fabrication, cleaning and minor maintenance to roads.
4. Undertaking maintenance of park visitor services infrastructure, including litter control and waste management.
5. Implementing recording systems and collecting visitor and natural resource monitoring data according to protocol.
6. Implementing environmental programs, including Western Shield program, other feral animal control, rehabilitation of degraded areas and monitoring of endemic species and communities.

##### **STAFF (20%)**

7. Supervises the work of maintenance workers, trainees, volunteers and contractors, where applicable, to the prescribed work standard, including rostering, induction, training, mentoring, performance management and safety and occupational health.
8. 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 8 above.

##### **PUBLIC INTERACTION (15%)**

9. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
10. Liaises with visitors, park council members, commercial tourism operators, Other government agencies, local government authorities, private landholders, community groups, indigenous organizations and other stakeholders.
11. Assists in the preparation and delivery of interpretative and educational material.
12. Participates in the implementation of community education and interpretative activities.
13. Arranges and participates in public involvement activities, including consultation and education relating to management plans and other planning documents and strategies.
14. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1986*, *Biodiversity Conservation Act 2016* and associated regulations as required.

##### **GENERAL (15%)**

15. Responsible for the management and mitigation of visitor risk.
16. Ensures that fees and all other collected monies are accounted for in accordance with the *Financial Management Act 2006*.
17. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
18. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
19. Assists with the compilation of technical and management based reports.
20. Assists with the management of park revenue generation schemes.
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 District Manager.
22. Other duties as required.

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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. Good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2) liaison with the public, commercial tourism operators, community groups, Indigenous groups and other stakeholders.
2. Demonstrated ability to work effectively in a team, show initiative and to work unsupervised.
3. Ability to (Grade 1) or demonstrated experience in (Grade 2) construction and maintenance, carrying out routine maintenance duties, including the use of hand tools, power tools, chainsaws and small engines.

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

4. Physically fit, must be able to pass the departmental fire fitness test, able and willing to work in remote areas, 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.
5. Demonstrated competence in written and oral communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of park related public involvement, interpretative and educational activities, and ability to be proficient (Grade 1) or demonstrated proficiency (Grade 2) in word processing, and the use of spreadsheets and database software and GIS software applications.
6. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated with visitor management and natural resource management, including and awareness of the principles and practices of Visitor Risk Management.
7. Appointment / Progression to Grade 2 is dependent upon possessing a Certificate of National Park Management, a Certificate of Conservation and Land Management or an equivalent qualification.
8. Understanding of occupational, health and safety, equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Knowledge of the *Conservation and Land Management Act 1984 Biodiversity Conservation Act 2016* and associated regulations, in particular in relation to compliance management. **(Desirable)**
11. Possession of 'MR' Class Driver's Licence. **(Desirable)**
12. Demonstrated competence in the coordination and supervision of volunteers. **(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, 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

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> 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		
<b>Allowances and Special Conditions</b> 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 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	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	4WD, Chainsaw, hand tools, fire fighting equipment, GPS, trucks, tractor. Powered boat, rifles, computers, cash register, electronic fund transfer equipment.		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> 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		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> 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
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>