


# Job Description Form

## 1. Position Details

<b>Position Title</b> Parks and Visitor Services Coordinator			<b>Position Number</b> DBCA3129716
<b>Level/Grade</b> Level 5	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSGA 2017	<b>Effective Date</b> 26 March 2021
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Midwest Region	
<b>Section</b> Geraldton Work Zone		<b>Location</b> Geraldton	

## 2. Reporting Relationships

<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 8	 Registered JDF Establishment and Recruitment Officer 26 March 2021														
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<b>Responsible to</b>	<b>Other offices reporting directly to this office</b>															
<b>Position Title</b> Operations Manager - Geraldton	<b>Level/Grade</b> Level 6	<table border="1"> <tr> <td><b>Position title</b></td> <td><b>Level/ Grade</b></td> </tr> <tr> <td>Senior Operations Officer – Abrolhos Islands National Park</td> <td>Level 5</td> </tr> <tr> <td>Senior Operations Officer</td> <td>Level 5</td> </tr> <tr> <td>Fire Coordinator Geraldton</td> <td>Level 4</td> </tr> <tr> <td>Joint Management Coordinator</td> <td>Level 5</td> </tr> <tr> <td>Operations Officer (OHS)</td> <td>Level 4</td> </tr> <tr> <td>Clerical Officer</td> <td>Level 1</td> </tr> </table>	<b>Position title</b>	<b>Level/ Grade</b>	Senior Operations Officer – Abrolhos Islands National Park	Level 5	Senior Operations Officer	Level 5	Fire Coordinator Geraldton	Level 4	Joint Management Coordinator	Level 5	Operations Officer (OHS)	Level 4	Clerical Officer	Level 1
<b>Position title</b>	<b>Level/ Grade</b>															
Senior Operations Officer – Abrolhos Islands National Park	Level 5															
Senior Operations Officer	Level 5															
Fire Coordinator Geraldton	Level 4															
Joint Management Coordinator	Level 5															
Operations Officer (OHS)	Level 4															
Clerical Officer	Level 1															
↑																
<b>Responsible to</b>																
<b>This position</b>																
↑																
<b>Officers under <i>direct</i> responsibility</b>																
<b>Position Title</b> Senior Ranger Kalbarri Operations Officer (Coalseam CP) Operations Officer LUP and PVS Operations Officer Rangelands Ranger Karrara Rangelands Ranger Thunderlarra	<b>Level/Grade</b> Grade 3 Level 4 Level 4 Level 4 Grade 1 or 2 Grade 1 or 2	<b>Approx. no. FTEs supervised</b> 6 Nil Nil Nil Nil 2														

## 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:

<p>Under the limited direction of the Operations Manager:</p> <ul style="list-style-type: none"> <li>Coordinates the parks and visitor services program in the Geraldton Work Zone, ensuring high quality outcomes are produced in a cost effective manner and in accordance with the department's management policies, practices and guidelines.</li> <li>Responsible for management planning, community liaison, program budget, business plans, capital works programs and managing staff within the parks and visitor services program in relation to parks and reserves in the district.</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 limited direction of the Operations Manager - Geraldton;

### SERVICE MANAGEMENT (35%)

1. Leads and co-ordinates the delivery of the Parks and Visitor Services (PVS) service and activities in the Geraldton Work Zone across parks and reserves.
2. Assists Regional Leader PVS prepare PVS service operations plans to reflect departmental and service objectives. Assists in the preparation, monitoring and management of the work zone PVS budget, and associated business and marketing plans.
3. Provides leadership, supervision and direction to work zone PVS staff. Facilitates effective teamwork and productivity in the implementation of works programs by encouraging cooperation, reviewing performance, providing feedback, identifying training requirements and addressing occupational, health and safety issues.
4. Coordinates and facilitates training requirements and undertakes performance reviews with staff under direct supervision.

### OPERATIONS (40%)

5. Prepares and implements an annual schedule of works in accordance with the work zone and regional PVS priorities. Ensures safe and effective work methods are used.
6. Provides field assistance and support to Rangers and Operations Officers as required.
7. Coordinates and implements site maintenance and site development programs and ensures all works are integrated with area management plans and other work zone works programs. Develops specifications, manages contracts and provides supervision of contractors as required.
8. Reviews and provides advice to the Operations Manager – Geraldton on Visitor Risk Management for departmental lands in the work zone; monitors its effectiveness and recommends strategies to minimise risk.
9. Oversees requirements for collecting visitor information statistics, the coordination of data collection programs, ensuring compliance with the workzone's obligations for visitor and infrastructure databases (RATIS, VISTAT and RECDATA).
10. Maintains up to date knowledge and awareness of nature based recreation and tourism planning issues, management principles and techniques.
11. Advises on visitor research and survey requirements and coordinates related visitor data collection activities.
12. Identifies opportunities for volunteer projects and cooperative joint ventures, and coordinates the management of volunteer programs.
13. Identifies and coordinates the application and administration of relevant grant applications.
14. Optimises revenue raising opportunities, and develops and maintains systems to collect and record revenue and monitor trends.
15. Liaises with the public, other Government departments and local authorities to ensure the effective delivery of departmental PVS objectives in the work zone.
16. Ensures all works are in accordance with the provisions of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* associated regulations and other relevant Acts and regulations, policy statements, relevant circulars, manuals, management plans, interim guidelines, recovery plans, relevant to PVS activities.

### OTHER DUTIES (25%)

17. Prepares reports, correspondence, briefing notes and ministerial reports dealing with the PVS Service as required by the Operations Manager – Geraldton.
18. Performs allocated roles in prescribed burning, fire management and emergency situations, and participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience. Works closely with non-departmental lead combat agencies in multi-agency situations and incidents.
19. Consults with the Fire Coordinator Geraldton to ensure fire protection issues related to PVS values are addressed.
20. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the Operations Manager - Geraldton.
21. Undertakes other duties as directed by the Operations Manager – Geraldton.

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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. Considerable knowledge of and experience in parks and visitor services, and natural resource management; including planning, coordinating and implementing project works, understanding the threats to conservation and wildlife values associated with parks and visitor services work, and knowledge of Visitor Risk Management principles and practices.
2. Evidence of highly developed interpersonal skills and demonstrated experience in effective management and leadership of teams, in handling complex and detailed information requests and in communicating and liaising with external organisations, stakeholders, the community, and special interest groups including indigenous Australians, to achieve organisational objectives.
3. Demonstrated experience and knowledge in financial management and administration, and other management systems; including project management, contract 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. Highly developed oral and written communication skills, including the ability to analyse, resolve and respond to complex issues, and demonstrated proficiency in the use computer software (including Word, Excel etc.) for report writing, data analysis and operating GIS systems.
5. 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.
6. Understanding of occupational, health and safety, and equity and diversity principles and practices.
7. Current 'C' Class Driver's Licence.
8. Tertiary qualification in a discipline relevant to natural land management, recreation, marine conservation estate management or equivalent qualification. **(Desirable)**
9. A sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, and associated regulations, policies, management guidelines and relevant industrial Awards. **(Desirable)**
10. Knowledge of departmental databases such as VISTAT, RATIS and RECDATA. **(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

<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 type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Personal Computer, digital camera, GPS, 4WD vehicle, VHF radios, Light fire units.		
<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 type="checkbox"/> Yes <input checked="" 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	511112
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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>

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