


# Job Description Form

## 1. Position Details

<b>Position Title</b> Operations Officer			<b>Position Number</b> DBCA3117907
<b>Level/Grade</b> Level 4	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSCA 2019	<b>Effective Date</b> 11 June 2021
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Pilbara Region	
<b>Section</b> Exmouth District		<b>Location</b> Exmouth	

## 2. Reporting Relationships

<b>Position Title</b> District Manager	<b>Level/Grade</b> Level 6 or 7	 Registered JDF Establishment and Recruitment Officer 11 June 2021		
↑ <b>Responsible to</b>				
<b>Position Title</b> Senior Operations Officer	<b>Level/Grade</b> Level 5	<b>Other offices reporting directly to this office</b> <table border="1"> <tr> <td><b>Position title</b> Operations Officer</td> <td><b>Level/ Grade</b> Level 4</td> </tr> </table>	<b>Position title</b> Operations Officer	<b>Level/ Grade</b> Level 4
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↑ <b>Responsible to</b>				
↑ <b>This position</b>				
↑ <b>Officers under direct responsibility</b>				
<b>Position Title</b> Senior Ranger	<b>Level/Grade</b> Grade 3	<b>Approx. no. FTEs supervised</b> 5		

## 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 general direction of the Senior Operations Officer:

- Plans, co-ordinates and implements delivery of multiple parks and visitor services works programs including capital projects and capital maintenance programs.
- Assists with the preparation of budgets, and the monitoring and control of recurrent expenditure within the Exmouth district. Supervises, and coordinates staff and contractors to undertake these works.
- Liaises with traditional owners, external government agencies, adjacent pastoralists and other stakeholders and community in relation to departmental works program outcomes.
- Liaises with other district staff, to provide assistance and delivery of parks and visitor services, fire, conservation and marine programs across the district.

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 general direction of the Senior Operations Officer:

### SERVICES DELIVERY (20%)

1. Determines the standards and techniques for implementing the works programs. Ensures all activities are compatible with the department's objectives and responsibilities.
2. Co-ordinates the annual works program with respect to management plan priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Bush Fires Act 1954*, circulars, guidelines, policies and other relevant legislation.

### FIELD OPERATIONS (50%)

4. Plans, coordinates and implements the district works program including input into the capital projects and capital maintenance programs for the Exmouth National Parks with a focus on Cape Range.
5. Participates in daily operational works planning up to 12 months ahead to meet targets. Develops periodic works programs, monitors and reports on resource allocation and production against these programs.
6. Participates in and supervises, organises and coordinates the implementation of works by staff and contractors in:
  - Parks and visitor services activities including recreation and site construction and maintenance.
  - Conservation and marine activities including patrols, fencing, rehabilitation of disturbed or degraded lands, weed eradication, native animal trapping, and feral animal control.
7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
8. Communicates effectively, both verbally and written, with other district staff, regional and specialist staff to ensure best practice activities. Prepares reports, enters and stores data and maintains records.
9. Liaises and maintains networks with departmental staff where interdependencies exist within the organization, including other district staff, to provide assistance and delivery of parks and visitor services, fire, conservation and marine programs across the district.
10. Liaises with traditional owners, external government agencies, adjacent pastoralists and other stakeholders and community in relation to departmental works program outcomes.
11. Represents the department at meetings with local authorities, other government departments and stakeholders.

### HUMAN RESOURCES AND FINANCIAL MANAGEMENT (20%)

12. Actively contributes as a team member. Leads staff and contractors supervised.
13. Provides and coordinates training, coaching, mentoring and assessment for staff to ensure prescribed standards of work are being met in the area of responsibility.
14. Coordinates staff training, development and performance reviews as required.
15. Ensures safety is adhered to and processes and procedures are reviewed and improved on a regular basis, having regard for *Occupational Health and Safety Act 1984*, public liability, departmental risk factors and relevant Acts and regulations.
16. Participates in the preparation of financial estimates / budgets for the delivery of operations. Monitors expenditure and cost effectiveness of works within allocated areas, and arranges payment of accounts.

### GENERAL (10%)

17. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
18. Participates in departmental training and safety programs as directed.
19. 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.
20. Undertakes other duties as directed by the Senior Operations Officer.

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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, including where possible the desirable criterion. These should be addressed in no more than four pages in total.

1. Demonstrated knowledge and experience in natural resource management, including land management and planning, resolving recreational facility delivery issues and understanding the threats to conservation and wildlife values.
2. Demonstrated experience in effective leadership of teams, evidence of well- developed interpersonal and oral communication skills and in liaising with the public and visitors, external organisations, including other government agencies, community, and special interest groups. An ability and willingness to work with traditional owners.
3. Demonstrated experience and knowledge in financial management and administration, and other management systems, including project management, contract management, risk management and information technology.
4. Experience in high visitation park management and campgrounds, visitor site design, construction and maintenance processes and principles. **(Desirable)**

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 report writing skills and the ability to use computer software for data analysis, and database management.
6. Demonstrated physically fit and able to pass the department's field fire fitness test, plus 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, including outside normal hours.
7. Willingness and preparedness to undertake extended periods of travel, camp and work in remote areas.
8. Understanding of occupational, safety and health, and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**
11. Knowledge of fire management pertaining to biodiversity conservation. **(Desirable)**
12. Working knowledge of the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016*, the *Bush Fires Act 1954*, and associated regulations. **(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.*

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 checked="" type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Camping Allowance	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	GPS, Computer, 4WD, VHF radio, UHF radio, personal data devices, quad bikes, chain saws and trucks.		
<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	234311
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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>