


Job Description Form

1. Position Details

Position Title Senior Operations Officer			Position Number DBCA3114611
Level/Grade Level 5	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 10 June 2021
Division Regional and Fire Management Services		Branch Pilbara Region	
Section Exmouth District		Location Exmouth	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8	 Registered JDF Establishment and Recruitment Officer 10 June 2021														
↑ Responsible to																
Position Title District Manager	Level/Grade Level 6 or 7	Other offices reporting directly to this office <table border="1"> <thead> <tr> <th>Position title</th> <th>Level/Grade</th> </tr> </thead> <tbody> <tr> <td>World Heritage Program Leader</td> <td>Level 5</td> </tr> <tr> <td>District Coordinator Conservation</td> <td>Level 5</td> </tr> <tr> <td>Marine Program Coordinator</td> <td>Level 5</td> </tr> <tr> <td>Parks and Visitor Services Coordinator</td> <td>Level 5</td> </tr> <tr> <td>Project Officer Joint Management</td> <td>Level 4</td> </tr> <tr> <td>Finance & Administration Coordinator</td> <td>Level 3 or 4</td> </tr> </tbody> </table>	Position title	Level/Grade	World Heritage Program Leader	Level 5	District Coordinator Conservation	Level 5	Marine Program Coordinator	Level 5	Parks and Visitor Services Coordinator	Level 5	Project Officer Joint Management	Level 4	Finance & Administration Coordinator	Level 3 or 4
Position title	Level/Grade															
World Heritage Program Leader	Level 5															
District Coordinator Conservation	Level 5															
Marine Program Coordinator	Level 5															
Parks and Visitor Services Coordinator	Level 5															
Project Officer Joint Management	Level 4															
Finance & Administration Coordinator	Level 3 or 4															
↑ Responsible to																
This position																
↑ Officers under direct responsibility																
Position Title Operations Officer Operations Officer – (Ningaloo) Proposed Clerical Officer 50d	Level/Grade Level 4 Level 4 Level 1	Approx. no. FTEs supervised 5 TBD 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:

<p>Under the limited direction of the District Manager: Responsible for planning, integrating, coordinating and facilitating the delivery of the annual schedule of works delivered in the National Parks of the Exmouth District including:</p> <ul style="list-style-type: none"> • implementation of management of operational plans and maintenance programs; • coordinating and planning plant, vehicles, equipment, services and material resources in order to implement the works program; • high level communication, consultation and liaison with traditional owners, community, adjacent pastoralists and other stakeholders in relation to departmental works program outcomes; and • liaising with other district staff, to provide assistance and facilitate resolution of any conflict of resource allocation between the district programs including joint management arrangements, conservation, marine, fire and parks and visitor services.

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 District Manager:

SERVICES MANAGEMENT (15%)

- Develops and plans the delivery of the annual works program in the National Parks of the Exmouth District, in consultation with district management and coordinators, and determines standards and techniques, and ensures all activities are compatible with the department's objectives and service division requirements.
- Ensures all works are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016* and associated regulations, licensing and enforcement programs, departmental standards, circulars, policies, and other relevant legislation.
- Assists the District Manager in the preparation of strategic operational plans to reflect joint management, service and departmental objectives.
- Provides information and advice to the District Manager on operational related and field management matters.
- Assists in the preparation of relevant correspondence, briefing notes, ministerial responses and reports, as required.

OPERATIONS (60%)

- Prepares and implements an annual schedule of works of operational plans and maintenance programs, in accordance with service division requirements, resource requirements, and seasonal and environmental factors.
- Coordinates and facilitates planning for plant, vehicles, equipment, services and material resources in order to implement work programs.
- Ensures that all environmental, safety and works standards are implemented in the work program.
- Liaises with adjoining pastoralists to the departmental estate to build and maintain effective cooperative relationships.
- Liaises with traditional owners, community adjacent pastoralists, media, other government departments, local government, interest groups and landowners, to ensure there is effective communication in relation to departmental outcomes.
- Liaises with other district staff, to provide assistance and facilitate resolution of any conflict of resource allocation between the district programs including joint management arrangements, conservation, marine, fire and PVS.
- Assists in developing joint management and cooperative reserve management activities with Aboriginal people.
- Coordinates Indigenous trainee daily works programs relating to the parks and visitor services, and conservation programs including recreation site planning and maintenance.

HUMAN RESOURCES MANAGEMENT (10%)

- Promotes and ensures there is a high standard of open, honest and clear communication, fosters a team spirit and culture of empowerment and productivity, providing leadership and coaching of junior staff.
- Determines training needs and ensures effective training is provided and that there is effective performance management for all staff supervised.
- Ensures safe, efficient and effective work methods are used at all times.
- Liaises with other district staff to source staff resources as required and provides additional support to district works programs as needed.

FINANCE (5%)

- Assists in the preparation and review of the budget.
- Monitors cost effectiveness of works, compiles cost data and ensures correct input of budget and expenditure data into financial systems.
- Prepares funding reports and documentation as required.

OTHER DUTIES (5%)

- Assumes a senior role in district and departmental Incident Management teams and participates on fire standby roster. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
- 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.
- Assist with other district operations, when required.
- Completes other tasks as directed by the District Manager.

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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. These should be addressed in no more than four pages in total.

1. Demonstrated knowledge of, and experience in natural resource land management including environmental, recreational, fire, and reserve management with a focus on recreational management and implementing work programs, preferably in remote areas and across multiple work areas.
2. Demonstrated experience of high-level leadership, supervisory, works program planning across multiple locations, and human resource management skills, including the ability to conduct performance development and management reviews. The ability to adapt and find solutions to problems across a dynamic work centre.
3. Evidence of highly developed oral communication and interpersonal skills, and experience in effective liaison, conflict resolution and negotiation with traditional owners, community, other government agencies, industry and stakeholders, with experience in and willingness to work with Aboriginal people and having an awareness of their culture.
4. Demonstrated experience in, and knowledge of administrative and financial management, including budget preparation, works planning, monitoring multiple capital works/maintenance expenditure programs and expenditure control.

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

5. Demonstrated high level written communication skills, including the ability to respond to: complex and detailed enquiries, using computer software (including Word, Excel, GIS systems etc.) for report writing and data analysis.
6. Willingness and ability to travel, work and camp in remote areas for extended periods of time (up to 25%) and be available for weekend and irregular hours of work.
7. Willingness and ability assume allocated roles in the Incident Management Team, 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.
8. Understanding of occupational, health and safety, and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Tertiary qualification in a natural science relevant to conservation, natural resource or wildlife management or equivalent. **(Desirable)**
11. A sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, departmental policies and relevant industrial awards. **(Desirable)**
12. Sound working knowledge and understanding of field operations in particular parks and visitor services, prescribed burning practices and weed and feral animal control. **(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

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" 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 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 type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal Computer, Digital camera, GPS, 4WD Vehicle, VHF and UHF radios, light fire units, boats, quad bikes, chain saws, trucks and general field equipment.		
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	511112
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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:

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Date:	Date:
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