



# Job Description Form

## 1. Position Details

<b>Position Title</b> Marine Conservation Officer (Planning)			<b>Position Number</b> DBCA3137398
<b>Level/Grade</b>	<b>Specified Calling Level</b> SCL1	<b>Agreement</b> PSA1992 / PSCA 2019	<b>Effective Date</b> 30 June 2021
<b>Division</b> Parks and Visitor Services Division		<b>Branch</b> Aboriginal Engagement, Planning and Lands	
<b>Section</b> Planning Unit		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Manager, Aboriginal Engagement, Planning and Lands Branch	<b>Level/Grade</b> Level 8
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Registered JDF  
Personnel Services Section  
30 June 2021 *M. J. J.*



Responsible to

<b>Position Title</b> Senior Marine Conservation Officer	<b>Level/Grade</b> SCL3
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Responsible to

**This position**



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
None		

Other offices reporting directly to this office

Position Title	Level
Marine Conservation Officer (Planning) x 4	SCL2
Marine Conservation Officer (Planning)	SCL1

## 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 general direction
- assists in the preparation of management plans for marine conservation reserves, including joint management plans;
  - assists in the collection and integration of social, cultural and ecological research into the marine planning process;
  - assists with consultation in preparation of marine reserve management plans.

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 (%).

##### Planning (80%)

1. Assists with the preparation of marine reserve management plans in accordance with the *Conservation and Land Management Act 1984* and other relevant instructions; and with joint management partners where required.
2. Participates in project teams and facilitates departmental staff and external stakeholders input to prepare management plans.
3. Assists with community consultation for the purposes of marine reserve planning.
4. Drafts briefing papers and other correspondence.
5. Liaises with departmental staff, staff from other government agencies, non-government organisations, traditional owner groups and other key stakeholders to ensure that marine reserve management plans address the needs of government, the community and joint management partners.
6. Maintains expertise, knowledge in planning principles, techniques and procedures in relation to marine management.
7. Attends meetings, workshops and conferences as required.

##### Technical (10%)

8. Presents lectures and workshops to scientific groups, other government agencies, education institutions and the public as required.

##### Other (10%)

9. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
10. Undertakes other duties as directed.

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

1. A Bachelor of Science degree in a relevant discipline (marine or natural sciences or natural resource management), or an approved equivalent qualification.
2. Sound experience in marine protected area planning, including experience in joint management planning and a good understanding of marine reserve management planning principles, techniques and procedures
3. Sound experience in and knowledge of the management of marine ecosystems or coastal management, and the environmental, social, cultural and economic issues associated with marine protected area management.
4. Good interpersonal skills and experience in liaising with a range of stakeholders, including traditional owners, local and state government, peak bodies, special interest groups and individuals in regard to natural resource management issues.

**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 communication skills, including briefing notes, report writing, correspondence, public documents and materials for presentations.
6. Sound demonstrated analytical and research skills.
7. Sound knowledge of relevant marine conservation legislation and Government policy and the functions and policies of the Department and the Conservation and Parks Commission. **(Desirable)**
8. Willing to undertake travel to regional locations to undertake planning processes if required.
9. Possession of a current driver's license.
10. Understanding of occupational, health and safety, and equity and diversity principles and practices.
11. 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 **(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.

#### Desirable:

*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

<b>Position Status</b> Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" 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 ie 60% of full time hours.	1.0		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input 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.			
<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		

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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>