

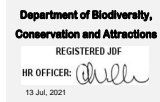


# Job Description Form

## 1. Position Details

<b>Position Title</b> Biodiversity Conservation Officer or Senior Biodiversity Conservation Officer (including 1 x Senior Biodiversity Conservation Officer (Team Leader))			<b>Position Number</b> PA2118BCO
<b>Level/Grade</b>	<b>Specified Calling Level</b> SCL 2 or 3	<b>Agreement</b> PSA 1992 / PSCA 2019	<b>Effective Date</b> 13 July 2021
<b>Division</b> Biodiversity and Conservation Science		<b>Branch</b> Species and Communities	
<b>Section</b>		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Program Leader Species and Communities	<b>Level/Grade</b> SCL5	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JDF HR OFFICER: <i>Will</i> 13 Jul 2021</p>		
↑ <b>Responsible to</b>				
<b>Position Title</b> Senior Biodiversity Conservation Officer (Team Leader)	<b>Level/Grade</b> SCL3			
↑ <b>Responsible to</b>		<b>Other offices reporting directly to this office</b> <table border="1"> <tr> <td><b>Position title</b> TBD</td> <td><b>Level/Grade</b> SCL2 OR 3</td> </tr> </table>	<b>Position title</b> TBD	<b>Level/Grade</b> SCL2 OR 3
<b>Position title</b> TBD	<b>Level/Grade</b> SCL2 OR 3			
↑ <b>This position</b>				
↑ <b>Officers under <i>direct</i> responsibility</b>				
<b>Position Title</b> Nil	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>		

## 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:

At an experienced level (SCL2) or senior professional level (SCL3):

This position contributes to the conservation and management of conservation significant species and ecological communities through expert advice, assessments under the *Biodiversity Conservation Act, 2016*, policy development, written reports, and input to other processes as they arise.

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 (%).

##### **Biodiversity Conservation Officer responsibilities under general (SCL2) or Senior Biodiversity Conservation Officer responsibilities under limited (SCL3) direction of the Senior Biodiversity Conservation Officer (Team Leader):**

1. Develops, coordinates and provides scientific advice for other government agencies as required for impact assessment, mitigation and offset strategies.
2. Provides advice on scientific and technical aspects of conservation and management with particular emphasis on threatened and priority species and threatened ecological communities.
3. Undertakes assessments to meet provisions of the *Biodiversity Conservation Act 2016*, including threatened species authorisations and threatened ecological community authorisations under s40 and s45 of the *Biodiversity Conservation Act 2016*.
4. Prepares reports, briefings and draft response to Ministerial and general correspondence.
5. Represents the Department at meetings as required.
6. Undertakes other duties as directed.
7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

##### **Senior Biodiversity Conservation Officer (SCL3 Team Leader) responsibilities under the general direction of the Program Leader Species and Communities at a professional level using independent judgement:**

1. Coordinates provision of scientific advice for other government agencies as required for impact assessment, mitigation and offset strategies.
2. Synthesises information and provides expert scientific advice on complex matters for impact assessment, mitigation and offset strategies.
3. Provides expert advice on scientific and technical aspects of conservation and management with particular emphasis on threatened and priority species and threatened ecological communities.
4. Advises, negotiates and liaises with external parties and works collaboratively with other areas of the Department in relation to the impacts of development proposals and activities and their management, particularly for activities affecting matters protected by the *Biodiversity Conservation Act 2016*.
5. Provides support through preparation of reports, briefings and draft response to Ministerial and general correspondence.
6. Represents the Department on state and national committees, working groups and at meetings as required.
7. Leads advice team and manages staff reporting to the position as required.
8. Carries out other duties as directed by the Program Leader.
9. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

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

1. High level expertise (SC3) or experience and expertise (SC2) in the field of biodiversity conservation related to threatened species and ecological communities, including knowledge of and experience in biodiversity conservation legislation and policy (SC3).
2. Well-developed ability (SC3) or demonstrated ability (SC2) to source and synthesise complex scientific information for use in environmental impact assessment to inform decision making.
3. High level experience (SC3) or demonstrated experience (SC2) in preparation of reports, submissions and correspondence to Ministerial level that relate to biodiversity conservation and management.
4. Well-developed (SC3) or demonstrated (SC2) verbal and written communication skills, including the ability to effectively communicate and negotiate with others, resolve conflicts and develop practical and innovative solutions to complex problems (SC3).
5. Experience and expertise in supervision, guidance and mentoring of other staff in a team environment (SC3) or ability to work effectively in a team environment to achieve common goals (SC2).

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

6. A Bachelor of Science degree in a relevant discipline (biological sciences) with demonstrated application in biodiversity conservation (threatened ecological communities, flora or fauna).
7. Demonstrated understanding of occupational health and safety, and equity and diversity principles and practices.
8. 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).

### Our values

In all of our work we will be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*; and we will always *Act with the highest integrity*. For the purposes of this recruitment process, behaviours that reflect some or all of the above departmental values are included as selection criteria for this position, and the applicable values are listed below as **Essential** and/or **Desirable** criteria.

#### 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		
<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
Signature: <i>Margaret Bye</i>	Signature:
Date: 13/7/21	Date: