


Job Description Form

1. Position Details

Position Title Conservation Operations Officer			Position Number DBCA3138360
Level/Grade Level 5	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 10 August 2021
Division Regional and Fire Management Services		Branch Pilbara Region	
Section		Location Karratha	

2. Reporting Relationships

Position Title Regional Leader Conservation	Level/Grade Level 6 or 7	 Registered JDF Establishment and Recruitment Officer 10 August 2021				
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Responsible to	Other offices reporting directly to this office					
Position Title Environmental Officer – Conservation and Developments Management	Level/Grade SC Level 2	<table border="1"> <thead> <tr> <th>Position title</th> <th>Level/ Grade</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position title	Level/ Grade	Nil	
Position title	Level/ Grade					
Nil						
↑						
Responsible to						
This position						
↑						
Officers under direct responsibility						
Position Title Nil	Level/Grade	Approx. no. FTEs supervised				

3. Role and Scope

This is a brief outline of the critical responsibilities and scope. The 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 limited supervision of the Environmental Officer – Conservation and Developments Management:

- Reviews, provides scientific advice and assists the response to Environmental Impact Assessments, Land Use Planning proposals, clearing permits, other development proposals and operational conservation management works programs (i.e. fire and invasive species management).
- Participates in planning and implementing the conservation program with a particular emphasis on, adaptive management processes and monitoring, to broaden the knowledge and understanding of biodiversity, threatened and priority species and threatening processes across the Pilbara region.
- Contributes to the development and ongoing maintenance of regional conservation information and data management systems.
- Works with a broad range of partners, proponents and agencies to achieve conservation outcomes in the Pilbara region.

Individuals undertake their duties and responsibilities following 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 supervision of the Environmental Officer – Conservation and Developments Management:

CONSERVATION ADVICE AND INFORMATION MANAGEMENT (60%)

1. Reviews, provides scientific advice and assists with responses to Land Use Planning, Environmental Impact Assessments, Native Vegetation Clearing permits, and Disturbance Assessment System applications including:
 - providing advice to decision-making authorities on mining proposals, native vegetation clearing, programs of works for exploration and plans and strategies to mitigate impacts to the environment;
 - assessing potential compliance issues relating to development and disturbance activities within departmental managed lands on a priority and as needs basis;
 - providing advice to regional land use planning team for incorporation into responses to local government and the Western Australian Planning Commission on land use planning referrals;
 - making recommendations for the amelioration of the impacts of mining, infrastructure and development proposals and develops conditions to be incorporated into approval processes;
 - provides advice as to the adequacy and effectiveness of proposed mitigation and offsets; and
 - researches, analyses and synthesizes information to enable the development, distribution and periodic revision of guidelines, procedures and conditions in relation to development activities.
2. Maintains an effective knowledge of flora and fauna species and communities in the Pilbara region and an understanding of appropriate conservation management strategies.
3. Contributes to the development and ongoing maintenance of conservation data management systems.
4. Analyses research, survey and monitoring results, and prepares reports, correspondence and information, departmental and external reports (including media releases) as required.
5. Monitors expenditure of approved programs within prescribed budgets, and assists with budget preparation, where appropriate.
6. Liaises and cooperates with technical experts, Aboriginal ranger groups, cooperative and joint management partners, community members, departmental staff, other government departments, academic institutions, and the public to encourage and support community interest and involvement in conservation management in the Pilbara region.
7. Maintains best management practice standards and techniques for implementing works programs. Ensures all activities are compatible with the department's Standard Operating Procedures, objectives and responsibilities.
8. Delivers allocated conservation annual works programs concerning priorities, services standards, resources, environmental management, policies, and departmental guidelines.
9. Represents the department on internal and external committees and working groups as required.
10. Ensures all operations and advice are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, associated regulations, policies, and other relevant legislation.

FIELD OPERATIONS (30%)

11. Contributes to the planning and implementation of operational trials, surveys, monitoring and recovery activities for biodiversity, threatened ecological communities and threatened and priority species in the Pilbara region, with reference to species recovery plans, area management plans, cooperative and joint management plans and traditional owner aspirations for healthy country.
12. Communicates proposed research, surveys, monitoring and recovery activities and results to Indigenous partners such as Aboriginal rangers, traditional owners, and cooperative and joint management partners.
13. Contributes to the development and implementation of conservation projects.
14. Provides logistical support for the Pilbara regional conservation service as required.

GENERAL (10%)

15. Maintains office procedures, records and other administrative duties, vehicle running sheets, as required and provides care, maintenance and security of departmental property, equipment, and vehicles to acceptable standards.
16. Participates in departmental training and safety programs, as directed.
17. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
18. Participates in emergency incident responses which may be related to search and rescue, bushfires, or wildlife, as appropriate and as directed by the Regional Manager.
19. Undertakes other duties as directed by the Environmental Officer – Conservation and Developments Management.

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

1. Considerable experience in undertaking environmental impact assessment on major infrastructure, mining and large scale development projects, using a sound knowledge and understanding of current environmental issues, and applying technical and scientific knowledge to moderately complex biodiversity management issues, arising from developments (including land and water values), in order to achieve environmental outcomes.
2. Considerable knowledge and experience of threatening processes, conservation management, and in a broad range of either flora or fauna survey and monitoring techniques; with a preference for someone with knowledge of flora or fauna in Western Australia.
3. Highly developed written communication skills, including considerable experience in collating and analysing data, managing datasets, and using computer skills for report writing, spreadsheets and creating databases, integrated with GIS applications for landscape mapping.
4. Highly developed interpersonal skills and demonstrated experience, knowledge, and skills in liaising effectively with senior officers in the private and public sectors, working effectively as part of a team and independently; showing a high level of self-motivation, and organising and implementing works programs.
5. An ability and willingness to work with traditional owners to deliver Native Title aspirations and goals through joint management, cooperation, or collaborative arrangements.

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

6. Tertiary qualification (diploma level) in a relevant field relating to conservation/natural resource management or an approved equivalent.
7. Ability to pass the standard departmental fire fitness test and 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. Working knowledge of *the Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations. (**Desirable**)
11. Current First Aid Certificate (**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 checked="" type="checkbox"/> Yes <input 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.	1.0 FTE		
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 checked="" type="checkbox"/> Other - Please specify below : Annual Airfare Allowance,	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD, personal computer, GPS, GIS, 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 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:	Signature:
Date:	Date: