

Job Description Form

1. Position Details

Position Title Operations Officer – (Recreation Infrastructure, Tracks and Trails)			Position Number DBCA3139520
Level/Grade Level 3	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 5 October 2021
Division Regional and Fire Management Services		Branch Swan Region	
Section Perth Hills District		Location Dwellingup or Jarrahdale	

2. Reporting Relationships

Position Title Parks and Visitor Services Coordinator	Level/Grade Level 6
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Registered JDF
Establishment and Recruitment Officer
5 October 2021



Responsible to

Position Title Operations Officer – Parks and Visitor Services	Level/Grade Level 5
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Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

Other offices reporting directly to this office

Position title	Level/ Grade
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:

Under the direction of the Operations Officer - PVS:

- Participates in the planning, coordination, and implementation of programs, projects, operations, and activities primarily associated with parks and visitor services (PVS) in the Perth Hills District, with a focus on recreation infrastructure, tracks and trails.
- Liaises with recreation and community groups, key stakeholders, and volunteers in a positive and informed manner.
- Undertakes an active role in prescribed burning and bushfire suppression operations.

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 direction of the Operations Officer- PVS:

SERVICES DELIVERY (15%)

1. Assist in determining the standards and techniques for implementing allocated areas of the works program. Ensures all activities are compatible with the department's objectives and responsibilities.
2. Assist with the coordination of allocated areas of the works program with respect to district 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*, and other relevant legislation, circulars, policies and guidelines.

PARKS OPERATIONS (60%)

4. Assists with the planning, preparation and implementation of management programs and operations prescribed in the annual works program, management plans and recreational masterplans, to protect biodiversity and enhance visitor experience on departmental managed lands, including:
 - undertaking PVS programs and projects, managing contracts and the implementation of infrastructure facilities associated with recreation, roads, tracks and trails; and
 - planning and developing recreation interpretation facilities in consultation with the relevant community and stakeholders.
5. Communicates effectively, both verbally and written, with district, regional and specialist staff, other agency staff and non-government organisations, private individuals, and community groups on the technical aspects of district management operations to ensure best practice activities in PVS. Prepares reports, enters, and stores data and maintains records.
6. Liaises and maintains networks with departmental staff and external stakeholders, neighbours, and organisations where interdependencies exist. Represents the department at meetings with local authorities, other government departments and stakeholders, as appropriate.
7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

HUMAN RESOURCES AND FINANCIAL MANAGEMENT (15%)

8. Actively contributes as a team member. Leads staff and contractors as required. Assists in developing and implementing training to other regional staff.
9. Coordinates work programs of conservation employees and contractors, supervises and reports on quality of work performed
10. Ensures safe and efficient work methods are used at all times.
11. Assists with the development of the annual works program, including the preparation of financial estimates.
12. Assists with the preparation of infrastructure and services procurement documentation.
13. Monitors expenditure and cost effectiveness of works within allocated areas and arranges payment of accounts.
14. Assists in the preparation of contract documents.

GENERAL (10%)

15. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
16. Participates in departmental training and safety programs as directed.
17. Purchases, controls and maintains departmental property and equipment, within government policy, protocols and guidelines.
18. 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.
19. Undertakes other duties as directed by the Operations Officer - PVS.

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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. Some knowledge and experience in the operational implementation of works programs associated with natural land management or a closely related area, including planning, implementing and managing project works, understanding the threats to conservation and wildlife values associated with parks and visitor services work, and knowledge of Visitor Risk Management principles and practices.
2. Evidence of good interpersonal and oral communication skills with experience in liaising effectively with contractors and consultants (professional and technical providers e.g., engineers, cultural heritage, architects, surveyors, and interpretation designers), external organisations; government agencies, community, and special interest groups.
3. Some knowledge and skills in leading and managing teams, working effectively as part of a team and independently; showing a high level of self-motivation, and skills in scheduling work, setting and reviewing goals, and controlling and reviewing progress; including experience with contractors and volunteers.
4. Some experience in infrastructure development, maintenance and budget preparation, control and expenditure of allocated work projects.

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

5. Good written communication skills, including report writing and the ability to use computer software for mapping, data analysis, and database management.
6. Experience operating and maintaining plant and equipment including; excavator, skid-steer, forklift, chainsaw and brush-cutter.
7. 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.
8. Understanding of occupational, health and safety, and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence with a preference for an 'MR' Class Licence.
10. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**
11. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bushfires Act 1954*, and associated regulations, awards, policies and guidelines relevant to the department. **(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, 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 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 checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal computer, 4WD Vehicle, plant and equipment (including skid-steer and excavator, chainsaw and brush-cutter), general field equipment, fire- fighting 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	234311
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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: