


Job Description Form

1. Position Details

Position Title Swan Canning Riverpark Urban Forest Coordinator			Position Number DBCA3139419
Level/Grade Level 5	Specified Calling	Agreement PSA 1992/PSCA 2019	Effective Date 4 October 2021
Division Conservation and Ecosystem Management		Branch Rivers and Estuaries	
Section River Systems Management Unit		Location Kensington	

2. Reporting Relationships

Position Title Manager River Systems Management Unit	Level/Grade SCL4	 Registered JDF Establishment and Recruitment Officer 4 October 2021										
↑ Responsible to												
Position Title Riverbank Program Manager	Level/Grade SCL3	Other offices reporting directly to this office <table border="1"> <thead> <tr> <th>Position title</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Environmental Officer</td> <td>SCL2</td> </tr> <tr> <td>Project Officer</td> <td>L4</td> </tr> <tr> <td>Project Officer</td> <td>L4</td> </tr> <tr> <td>Project Officer</td> <td>L3</td> </tr> </tbody> </table>	Position title	Level	Environmental Officer	SCL2	Project Officer	L4	Project Officer	L4	Project Officer	L3
Position title	Level											
Environmental Officer	SCL2											
Project Officer	L4											
Project Officer	L4											
Project Officer	L3											
↑ Responsible to												
This position												
↑ Officers under direct responsibility <table border="1"> <thead> <tr> <th>Position Title</th> <th>Level/Grade</th> <th>Approx. no. FTEs supervised</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td>NA</td> <td>NA</td> </tr> </tbody> </table>		Position Title	Level/Grade	Approx. no. FTEs supervised	NIL	NA	NA					
Position Title	Level/Grade	Approx. no. FTEs supervised										
NIL	NA	NA										

3. Role and Scope

Brief outline of 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 professional level and with minimal supervision:

- Assists the Riverbank Program Manager with the coordination, planning, developing and implementation of the Swan Canning Riverpark Urban Forest initiative and general Riverbank Program initiatives.
- Provides collaborative project management to government agencies, local government, industry, natural resource management (NRM) groups and the wider community.
- Supports other environmental management initiatives of the River Systems Management Unit and the Rivers and Estuaries Branch, consistent with the Swan Canning River Protection Strategy.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Position Title Swan Canning Riverpark Urban Forest Coordinator			
Position No. DBCA3139419	Level/Grade Level 5	Specified Calling Level	Effective Date 4 October 2021

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 (%).

Working with others

1. Cooperates and collaborates with officers within the Branch and the Department.
2. Liaises with government agencies, local government, industry, consultants, NRM groups and the wider community on environmental management issues relevant to the Department.
3. Represents the Department on committees and working groups involving government agencies, local government, academic institutions, industry, consultants, catchment groups and the wider community.
4. Provides a mentoring role to other Environmental Officers.
5. Applies a sound understanding of the key components of client protocol and adheres to ethical behavioural standards.

Written and oral communication

6. Establishes rapport with and obtains and provides senior officers, industry, government agencies, catchment groups and the wider community with information on the management of environmental issues associated with the Department.
7. Prepares reports, briefing notes and other communications related to environmental management issues and outcomes.

Achievement of output

8. Contributes to the achievement of outputs and outcomes through timely management of allocated projects and programs.

Research and problem solving

9. Investigates and reports on compliance with policies, codes of practice and analyses environmental reports and monitoring data.
10. Evaluates and makes recommendations on environmental issues associated with the Department.

Relevant knowledge application

11. Develops policies, strategies, systems, and programs associated with the environmental activities of the Department.
12. Administers relevant legislation, ensures compliance with relevant statutory requirements associated with the Department.

Technical knowledge

13. Develops and maintains professional competence and knowledge in environmental science and management?
14. Develops an understanding of human resource management policies.

Other

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

Position Title Swan Canning Riverpark Urban Forest Coordinator			
Position No. DBCA 3139419	Level/Grade Level 5	Specified Calling Level	Effective Date 4 October 2021

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 in a written application. These should be addressed in no more than a total of three pages.

Please note that all criteria are considered essential unless stated otherwise.

1. Demonstrated project management skills and experience, including the ability to manage and allocate resources including managing contracts and delivering projects on time and to budget.
2. Ability to network and establish working relationships which promote organisational objectives.
3. Demonstrated experience of working constructively, both independently and as part of a team, to organise work and meet deadlines with the flexibility to meet changing requirements, including the ability to mentor other team members.
4. Demonstrated well developed oral and written communication skills, including well developed negotiation and community/stakeholder liaison skills.
5. Considerable natural resource management and/or environmental restoration experience and knowledge.

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

6. Experience in researching and understanding new concepts and subject matter with a demonstrated ability to develop practical solutions to problems.
7. Experience in a range of computer software packages, including GIS.
8. Understanding occupational safety and health and equity and diversity principles and practices.
9. Current motor vehicle driver's license.
10. A tertiary degree relevant to natural science or approved equivalent qualification (DESIRABLE).
11. Considerable understanding of relevant legislation (DESIRABLE).
12. 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 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, behaviors that reflect some or all 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.

Essential:

Open, Accountable, Creative, Responsive, Innovative, Outcome-focused, Collaborative, Integrity.

Position Title Swan Canning Riverpark Urban Forest Coordinator			
Position No. DBCA3139419	Level/Grade Level 5	Specified Calling Level	Effective Date 4 October 2021

6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Part time hours are expressed as a proportion of 1 e.g. 0.6 FTE if a person works 3 days per week or 60% of full time hours.	1.0		
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 type="checkbox"/> Other - Please specify below :	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	NIL		
Working With Children Specify if this position requires a Working with Children check – refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ if this position works with children for further information on whether this is required.	<input type="checkbox"/> No <input checked="" type="checkbox"/>		
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"/>		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234311
---	--------

7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: