


Job Description Form

1. Position Details

Position Title Operations Manager			Position Number DBCA3121444
Level/Grade Level 6	Specified Calling N/A	Agreement PSA 1992, PSCA 2019	Effective Date 24 September 2021
Division Regional and Fire Management Services		Branch Kimberley Region	
Section West Kimberley District		Location Broome	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8	 Registered JDF Establishment and Recruitment Officer 24 September 2021														
↑ Responsible to																
Position Title District Manager	Level/Grade Level 6 or 7	Other offices reporting directly to this office <table border="1"> <thead> <tr> <th>Position title</th> <th>Level/ Grade</th> </tr> </thead> <tbody> <tr><td>District Fire Coordinator</td><td>Level 5</td></tr> <tr><td>District Wildlife Officer</td><td>Level 5</td></tr> <tr><td>District Coordinator Conservation</td><td>Level 5</td></tr> <tr><td>District Parks and Visitor Services Coordinator</td><td>Level 5</td></tr> <tr><td>Senior Operations Officer Fitzroy Work Centre</td><td>Level 5</td></tr> <tr><td>Finance and Administration Officer</td><td>Level 3</td></tr> </tbody> </table>	Position title	Level/ Grade	District Fire Coordinator	Level 5	District Wildlife Officer	Level 5	District Coordinator Conservation	Level 5	District Parks and Visitor Services Coordinator	Level 5	Senior Operations Officer Fitzroy Work Centre	Level 5	Finance and Administration Officer	Level 3
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↑ Responsible to																
↑ This position																
↑ Officers under direct responsibility																

Position Title	Level/ Grade	Approx. no. FTEs supervised
EMB and Coastal Park Coordinator	Level 5	3
Yawuru Parks Coordinator	Level 5	2
Lalang-garram Parks Coordinator	Level 5	2
Buccaneer Archipelago Parks Coordinator	Level 5	4
Marine Operations Officer (Islands) Rowley Shoals and Adele Island	Level 4	Nil
Senior Storeperson	AWU Level 4	1

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 minimal direction of the District Manager: Responsible for: <ul style="list-style-type: none"> Leading and implementing works programs in the West Kimberley District, both marine and terrestrial, determining standards and ensuring all activities are compatible with departmental and service objectives and management responsibilities. Leading and managing staff and ensuring a close liaison and working relationship occurs across the district and between regional staff and specialist branches, to provide for an integrated and effective delivery of services. Responsible for internal and external liaison with joint management partners, stakeholders and the community with regard to the district's service programs.
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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 minimal direction of the District Manager:

SERVICES MANAGEMENT (20%)

1. Manages and coordinates the implementation of marine and terrestrial works programs in the district, determines standards and techniques, and ensures all activities are compatible with departmental and service objectives and management responsibilities.
2. Ensures that all works are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, licensing and enforcement programs, circulars, policies, guidelines and other relevant legislation.
3. Assists the District Manager in the preparation of Strategic Operational Plans to reflect Joint Management, Service and departmental objectives.
4. Provides information and advice to the District Manager on operational related and field management matters.
5. Coordinates the preparation of correspondence, briefing notes, ministerial responses and reports, as required.

DISTRICT OPERATIONS (25%)

6. Manages the preparation, coordination, implementation, and integration of marine and terrestrial district works programs and activities on and off departmental managed lands and waters, taking into account resource requirements, seasonal and environmental factors. Contributes to the establishment of strategic and short-term goals and resolves conflicting priorities as they arise.
7. Ensures the maintenance of the district infrastructure. Develops specifications, manages contracts and supervises contractors as required. Controls the use, maintenance and replacement of the district fleet.
8. Liaises with service representatives, and departmental specialist branches as required, to achieve service goals concurrently with the attainment of community service objectives, adapting advice to meet local conditions. Ensures outcomes meet or exceed standards as per service priorities.
9. Reports and makes recommendations in respect to joint management negotiations, estate acquisition, use and tenure.

COMMUNICATIONS AND STAKEHOLDER LIAISON (25%)

10. Develops relationships with traditional owners on or surrounding departmental conservation estate and as required represents the department at Joint Management and Native Title negotiation meetings.
11. Liaises with Aboriginal partners regarding joint management interests and activities, promotes and encourages aboriginal involvement in the workforce and works to increase Aboriginal participation.
12. Represents the department on local and departmental committees and at meetings and media interactions.
13. Advises the District Manager on political or contentious issues arising as a consequence of management activities.

HUMAN RESOURCE & FINANCIAL MANAGEMENT (25%)

14. Ensures there is a high standard of open, honest and clear communication; with all staff and volunteers supervised including clear delegation of authority, acceptance of responsibility and appropriate levels of accountability.
15. Fosters a team spirit and culture of empowerment and productivity, providing leadership and coaching for staff.
16. Determines training needs and ensures effective training is provided to all personnel supervised. Ensures there is effective employee development and performance management and resolves staff issues in the district.
17. Ensures staff are trained and comply with health and safety guidelines, and that safe, efficient and effective work methods are used at all times.
18. Monitors cost effectiveness of works, compiles cost data and ensures correct input of budget and expenditure into financial systems. Makes reports and recommendations on the cost effectiveness of service delivery. Contributes to the preparation and review of budget and prioritises work consistent with strategic objectives.

OTHER DUTIES (5%)

19. Assumes a senior role in incident management teams. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
20. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, and other emergencies as appropriate and as directed by the District Manager.
21. Completes other duties as required by the District Manager.

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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. Substantial experience in natural resource management including environmental, recreational, fire, terrestrial, marine park, and reserve management, and having an understanding of the threats to biodiversity from human interaction and the abatement programs used for conservation.
2. Considerable experience of high-level leadership, supervisory, organisational, works program planning, and human resource management skills; including a demonstrated ability to promote staff development, deal with contentious issues and improve performance, empowering staff to achieve agreed outcomes.
3. Evidence of high-level oral communication and interpersonal skills, and experience in effective liaison and negotiation with other government agencies, industry, stakeholders, and community interest groups, and the media, plus ability and willingness to work with traditional owners with a preference for someone with demonstrated experience working with Aboriginal people and having an awareness of their culture.
4. Considerable experience in and knowledge of administrative and financial management, including budget preparation and expenditure control.

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

5. Highly-developed written communication skills, including using computer software for report writing, data analysis, data management and operating GIS systems; with evidence of having responded to and resolved complex and detailed issues.
6. Physically fit, able to pass the annual departmental fire fitness test, assume high level allocated roles in the Incident Management Team 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.
7. Understanding of occupational, health and safety, and equity and diversity principles and practices.
8. Current 'C' Class manual Driver's Licence with a preference for someone with a current 'MR' Class Driver's Licence.
9. Tertiary qualification in a natural science relevant to nature conservation, natural resource or wildlife management. **(Desirable)**
10. A sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, and associated regulations, and other legislation, Awards, policies and guidelines relevant to the department. **(Desirable)**
11. Sound knowledge and understanding of strategic planning principles. **(Desirable)**
12. Current Coxswain Certificate Grade 2 (Near Coastal) or ability to obtain one. **(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, 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

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		
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 type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal Computer, 4WD vehicles, fire-fighting equipment, VHF radios		
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	139999
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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:

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