


Job Description Form

1. Position Details

Position Title Landscape Architect – Kimberley Region			Position Number DBCA3140519
Level/Grade Level 1	Specified Calling Level 1	Agreement PSA 1992/ PSCA 2021	Effective Date 11 November 2021
Division Parks and Visitor Services		Branch Visitor Services	
Section Recreation, Planning and Design Unit		Location Kensington or Broome	

2. Reporting Relationships

Position Title Principal Landscape Architect	Level/Grade SCL3	 Registered JDF Establishment and Recruitment Officer 11 November 2021			
↑ Responsible to					
Position Title Senior Landscape Architect	Level/Grade SCL2				
↑ Responsible to					
This position		Other offices reporting directly to this office <table border="1"> <tr> <td>Position title 3 x Landscape Architect</td> <td>Level SCL1</td> </tr> </table>		Position title 3 x Landscape Architect	Level SCL1
Position title 3 x Landscape Architect	Level SCL1				
↑ Officers under direct responsibility					
Position Title N/A	Level/Grade	Approx. no. FTEs supervised			

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:

This role will undertake two Kimberley Region specific projects:

- Prepare a Visitor Master Plan directing the management of visitor use within and adjacent to the Dampier Peninsular and Buccaneer Archipelago Marine Parks.
- Planning and design of visitor infrastructure at key locations associated with the proposed Kimberley Wilderness Walk.

The role will undertake these projects in association with Department staff and stakeholders in the Kimberley Region – West Kimberley District and Kensington Head Office. The successful applicant will need to demonstrate the capacity to undertake complex visitor planning associated with both marine and terrestrial environments.

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 (%).

Specifically (60%)

1. Prepares and provides technical advice and design of a Visitor Master Plan in association with Kimberley region staff and stakeholders to manage visitor use in both marine and terrestrial environments of the Dampier Peninsular and Buccaneer Archipelago Marine Parks in accordance with the election commitment 2021-2024
2. Undertakes planning and site design for recreation sites and facilities associated with key points along the Kimberley Wilderness Walk, including new activities and facilities that link to existing park recreation nodes.
3. Participates in other terrestrial and marine park recreational master planning processes and projects within the Kimberley region, as required.

Generally (35%)

4. Prepares recreation site development plans and design documentation, including detailed plans, works schedules, opinions of probable costs, and other contract documentation for projects around the State, including remote areas of the Kimberley Region, in accordance with works program.
5. Carries out visual landscape assessment studies and advises on the impact of departmental operations, and other agencies operations/developments as needed, on landscape value and assists in the preparation of operational visual landscape management guidelines, reports and prescriptions.
6. Participates as a member of project teams preparing management plans and interim management guidelines.
7. Advises regional and district staff on appropriate site design standards, contract administration and project management for recreation areas and facilities and assists in monitoring the quality of recreation development and maintenance work.
8. Assist staff in construction of recreation facilities on department-managed lands and waters.
9. Assists in the preparation of guidelines, manuals and training requirements for departmental staff and helps train staff and employees in visual landscape management and planning techniques and recreation site planning and facility construction.
10. Liaises with operational and specialist branches, local government authorities, other government agencies, including Aboriginal engagement, community, and public forums.
11. Maintains knowledge and awareness of recreation planning and management procedures by efficient literature review and attendance at relevant seminars and courses.

Other (5%)

12. Undertakes other duties as directed.
13. 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 four criteria. These should be addressed in no more than three pages in total.

1. A degree qualification in landscape architecture or other relevant equivalent.
2. Demonstrated application of the design process as it applies to recreation and landscape management in natural areas. This includes effective verbal, graphic and written communication skills and the ability to document designs, prepare tender and construction documentation.
3. Demonstrated ability to work effectively and constructively independently and as part of a team and the ability to manage project timeframes and project delivery through use of project management principles.
4. Experience and interest in consultation and liaison with stakeholders, community and special interest groups including the willingness for authentic engagement with Aboriginal people in a partnership and joint management context

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

5. Knowledge and experience in the use of computer technology and tools for recreation planning and design and landscape management including Microsoft Suite, AutoCAD, Adobe Suite, GIS technologies or similar programs used to communicate effectively with staff and stakeholders.
6. Knowledge of visual landscape management methods and techniques with demonstrated knowledge of the Kimberley terrestrial and marine environments.
7. The ability to work with traditional owners to support native title aspirations through joint management committees and collaborative recreational master plans including an understanding of (or willingness to attain an understanding of) the social, economic and wellbeing challenges experienced by residents of remote Aboriginal communities.
8. The ability to undertake frequent Kimberley region field assessments and overnight stays.
9. Understanding of occupational health and safety and equity and diversity principles and practices.
10. Current 'C' Class driver's licence.
11. 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**).

Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

12. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence** (DESIRABLE).

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 Fixed term to 30 June 2023		
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 ie 60% of full time hours.	1 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 if based in Broome	<input checked="" type="checkbox"/> North West Leave if based in Broome	
	<input checked="" type="checkbox"/> Air Conditioning if based in Broome	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Annual air travel if based in Broome	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
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.checkwwwc.wa.gov.au/checkwwwc/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:

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