




Job Description Form

1. Position Details

Position Title Southwest Regional Support Officer (Aboriginal Ranger Program)			Position Number DBCA3146662
Level/Grade Level 5	Specified Calling N/A	Agreement PSA 1992 / PSCA 2021	Effective Date 20 July 2022
Division Parks and Visitor Services		Branch Aboriginal Engagement, Planning and Lands Branch	
Section Aboriginal Ranger Program		Location Kensington	

2. Reporting Relationships

Position Title Manager, Aboriginal Engagement, Planning and Lands Branch	Level/Grade Level 8	 Personnel Services Section Registered JDF 20 July 2022										
↑ Responsible to												
Position Title Aboriginal Ranger Program Coordinator	Level/Grade Level 6	Other offices reporting directly to this office <table border="1"> <thead> <tr> <th>Position title</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Project Officer</td> <td>L4</td> </tr> <tr> <td>Project Officer</td> <td>L4 (0.4)</td> </tr> <tr> <td>Project Officer</td> <td>L3 (0.6)</td> </tr> <tr> <td>Policy and Projects Officer</td> <td>L5</td> </tr> </tbody> </table>	Position title	Level	Project Officer	L4	Project Officer	L4 (0.4)	Project Officer	L3 (0.6)	Policy and Projects Officer	L5
Position title	Level											
Project Officer	L4											
Project Officer	L4 (0.4)											
Project Officer	L3 (0.6)											
Policy and Projects Officer	L5											
↑ Responsible to												
↑ This position												
↑ Officers under direct responsibility												

Position Title None	Level/Grade	Approx. no. FTEs supervised
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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:

The \$50 million Aboriginal Ranger Program is an initiative of the Western Australian Government to foster employment opportunities and positive economic outcomes for Aboriginal people through land management and environmental conservation work, and to build cultural, tourism and education opportunities across the State. Five (in total) Regional Support Officer roles have been created to assist in the delivery of the program at the local level. Four of the positions will be located in the Department of Biodiversity Conservation and Attractions' Kimberly, Pilbara, Mid-West, Goldfields offices. This position will be based in the Perth metropolitan area but will support the five southwest regions (Swan, South-West, Wheatbelt, Warren and South Coast regions).

Operating under the general direction of the Aboriginal Ranger Program (ARP) Coordinator in Perth, this role will:

- work to build relationships between the department and Aboriginal ranger groups and ARP grant recipients at the local level.
- assist Aboriginal ranger groups to form wider partnerships and networks which can broaden opportunities and expand on the work undertaken by these groups.
- assist ARP grant recipients manage their grant agreement. This could include advising on establishing good systems, identifying and building up the skills necessary to implement works programs and monitoring and reporting on outcomes,

Under Section 51 of the Equal Opportunity Act 1984, Aboriginality is a preferred requirement for this position. Applicants should also nominate their preferred location as listed above.

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 (%).

Capacity Support for Aboriginal ranger programs (60%)

1. Provides advice to Aboriginal organisations in the southwest regions to support building capacity to effectively manage and deliver Aboriginal ranger programs. This can involve, facilitating access to experts and other funding opportunities, advising on policy or program requirements, encouraging business planning and development, and environmental management.
2. Provides information and advice to Aboriginal organisations on implementing ranger operations, including the development and implementation of annual works programs, skills planning, ranger career and leadership development, and effective systems to monitor and report on delivery and outcomes.
3. Ensures there is a high standard of open, honest, and clear communication between the Aboriginal Ranger Program (ARP) team and funding recipients to promote cooperation and improvement.
4. Helps to coordinate effective liaison and communication between Aboriginal ranger programs and other agencies, community groups, industry sectors and special interest groups in the southwest regions to promote the objectives of the ARP.
5. Actively builds and engages in regional networks to identify and leverage opportunities that could contribute to better outcomes for Aboriginal ranger programs, such as coordinated training delivery, or service contracts.

ARP Management Support (35%)

6. Contributes to the performance monitoring of funding agreements between the department and Aboriginal organisations under the ARP if required, including site visits where appropriate.
7. Participates as a proactive team member of the ARP, contributing to State-wide projects, policies, initiatives, guidelines, research, communication, and promotional material.
8. Builds and maintains a strong connection between the ARP, the department's regional staff, and the Department of Primary Industry and Regional Development's Aboriginal Economic Development team to support the delivery of the ARP objectives and achieve strategic outcomes.
9. When required, support the ARP Coordinator in the management and oversight of the ARP team

Other (5%)

10. Maintains knowledge and awareness of Aboriginal policy and strategies and joint management initiatives in the southwest regions
11. Undertakes other duties as directed.

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

1. Evidence of working successfully with Traditional Owners to deliver their land and cultural heritage management aspirations through cooperation and collaboration.
2. Highly developed oral and written communication and interpersonal skills, including demonstrated experience in collaborating and liaising with Aboriginal people, external stakeholders, and special interest groups.
3. Demonstrated experience and knowledge of natural resource management, with a preference for someone who has experience in preparing and implementing operational works programs.
4. Demonstrated experience in managing projects, organising work and meeting targets and deadlines, as well as high level computer literacy including the ability to use Microsoft Office computer applications, such as Word, Excel and Outlook, and experience of financial management systems.

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

5. Demonstrated ability and willingness to work as part of a team, as well as being able to work independently and unsupervised in remote locations, including a willingness to undertake extend periods of travel and camping in remote areas.
6. An understanding of social, economic and wellbeing challenges experienced by residents of remote or regionally based Aboriginal communities (**Desirable**)
7. Experience in government grant or contract procurement processes and practices (**Desirable**).
8. Understanding of occupational, health and safety, and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Willingness to participate in fire management activities that contribute to the department's bushfire suppression and prescribed burning operations. (**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.

Desirable:

Open, Accountable, Creative, 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 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 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 type="checkbox"/> District Allowance (where applicable)	<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.			
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		
PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	511112		

7. Certification

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

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