


# Job Description Form

## 1. Position Details

<b>Position Title</b> Trainee Ranger 50D			<b>Position Number</b> RIA3146881
<b>Level/Grade</b> Level 1	<b>Specified Calling Level</b>	<b>Agreement</b> PSA 1992 / PSCA 2021	<b>Effective Date</b> 25 July 2022
<b>Division</b> Environment, Heritage and Parks		<b>Branch</b>	
<b>Section</b> Parks Services		<b>Location</b> Rottneest Island (Commuting)	

## 2. Reporting Relationships

<b>Position Title</b> Senior Ranger	<b>Level/Grade</b> Level 4			
↑				
<b>Responsible to</b>	<b>Other offices reporting directly to this office</b>			
<b>Position Title</b> Ranger	<b>Level/Grade</b> Level 3	<table border="1"> <tr> <td><b>Position title</b> Nil</td> <td><b>Level/Grade</b></td> </tr> </table>	<b>Position title</b> Nil	<b>Level/Grade</b>
<b>Position title</b> Nil	<b>Level/Grade</b>			
↑		←		
<b>Responsible to</b>	<b>This position</b>			
↑				
<b>Officers under <i>direct</i> responsibility</b>				
<b>Position Title</b>	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>		

## 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 immediate direction of the supervisor:

- Participates in a range of activities relating to conservation and land management including maintenance of infrastructure, support of tourism and recreational activities and management of cultural values.
- Undertake a Certificate II in Conservation and Land Management.

These positions are mentored employment and training opportunities for Noongar people with preference given to the Noongar community members or approved applicants.

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 (%).

### Metropolitan Noongar Ranger Program

In the context of this position being a mentored employment development opportunity

1. Participates in development programs to achieve Certificate II in Conservation and Land Management.
2. Participates in facility construction and maintenance of the Islands recreation sites.
3. Participates in activities associated with the protection of flora and fauna, including treating weeds with application of chemicals.
4. Participates in the planting and rehabilitation of sites and coastal protection activities
5. Participates in the Island's native nursery operations including seed collection and propagation
6. Participates in the sampling and monitoring of the islands groundwater and drinking water and assists in biological surveys and monitoring.
7. Participates in wildlife and incident response and marine and terrestrial patrols.
8. Participates in visitor safety management.
9. Participates in the identification, recording and management of cultural sites

### Ethics, Compliance and Occupational, Health and Safety

10. Ensures records are maintained and reports are prepared in accordance with departmental standards, e.g. time sheets, vehicle log books, works diary and training portfolio.
11. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.
12. Responsible for personal safety and cooperates with team leader in carrying out of employee responsibilities as defined in the *Occupational Safety and Health Act 1984*.

### Public interaction

13. Participates in the implementation of community education and interpretative activities in both the marine and terrestrial environments

### Other

14. 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 will address the following eight essential criteria via online questions and interview. Desirable criteria will be assessed as required:

1. Aboriginality is a genuine occupational qualification and is authorised under Section 50(d) of the *Equal Opportunity Act 1984*. To apply you must be of Aboriginal or Torres Strait Islander (ATSI) descent, identify as ATSI and be recognised as such by the ATSI community. Preference will be given to Whadjuk Noongar community members or approved Noongar applicants.
2. Experience or interest in working on country and ability to participate in manual activities related to conservation and land management, including maintenance of infrastructure, support of tourism and recreational activities, flora and fauna protection and conservation of cultural values.
3. Ability to interact in a positive manner, have good communication skills and be able to work well in a team.
4. Ability and willingness to undertake a Certificate II in Conservation and Land Management and participate in a mentored work development program.
5. Understanding of equity and diversity principles and practices.
6. Ability and willingness to operate equipment such as brush cutters and common maintenance tools.
7. Willingness and ability to work outdoors in all weather conditions.
8. Current 'C' Class Driver's Licence (**DESIRABLE** not essential).

### 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.

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

Information on whether appointment to this position is subject to provision of a satisfactory Working With Children check or a National Police check, is included in Section 6 of this form.

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> 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		
<b>Allowances and Special Conditions</b> 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:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	234314
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## 7. Certification

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

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>