


Job Description Form

1. Position Details

Position Title Trainee Ranger 50d			Position Number DBCA3146879
Level/Grade RA1	Specified Calling N/A	Agreement Rangers Award / RNPGA 2020	Effective Date 25 July 2022
Division Regional and Fire Management Services		Branch Swan Region	
Section Regional Parks Unit		Location Woodman Point Work Centre or Wanneroo or Mundaring Work Centre or Matilda Bay Reserve	

2. Reporting Relationships

Position Title Senior Operations Officer	Level/Grade Level 5							
↑								
Responsible to	Other offices reporting directly to this office							
Position Title Senior Ranger	Level/Grade Grade 3	<table border="1"> <thead> <tr> <th>Position title</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>1 x Ranger</td> <td>Grade 1 or 2</td> </tr> <tr> <td>1 x Overseer</td> <td>AWU Level 3</td> </tr> </tbody> </table>	Position title	Level	1 x Ranger	Grade 1 or 2	1 x Overseer	AWU Level 3
Position title	Level							
1 x Ranger	Grade 1 or 2							
1 x Overseer	AWU Level 3							
↑								
Responsible to								
This position								
↑								
Officers under direct responsibility								
Position Title Nil	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:

Under the immediate direction of the Senior Ranger:

- Participates in a range of activities relating to conservation and land management including construction and maintenance of infrastructure, visitor risk management, fire risk mitigation, support of tourism and recreational activities and management of cultural values.
- Undertakes a Certificate II in Conservation and Ecosystem Management.

This position is a mentored employment and development opportunity for Noongar people with preference given to 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 (%).

Under the immediate direction of the Senior Ranger:

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 Ecosystem Management.
2. Participates in park and visitor facility construction and maintenance, including the use of various tools, machines and equipment.
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.
5. Monitors native fauna populations and undertakes feral animal control activities.
6. Participates in visitor safety management.
7. Participates in the identification, recording and protection of cultural sites.
8. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

Ethics, Compliance and Occupational, Health and Safety

9. 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.
10. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.
11. 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

12. Participates in the implementation of community education and interpretative activities.

Other

13. 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 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 Ecosystem 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)
9. 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.

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.

10. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**

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

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		
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.	Hand and power tools, generator, chainsaw, 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/ .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. 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	234314
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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: