


# Job Description Form

## 1. Position Details

<b>Position Title</b> BCS Leader, Biodiversity Knowledge			<b>Position Number</b> DBCA3147218
<b>Level/Grade</b>	<b>Specified Calling</b> SCL3 or 4	<b>Agreement</b> PSA 1992 / PSCA 2021	<b>Effective Date</b> 9 August 2022
<b>Division</b> Biodiversity and Conservation Science		<b>Branch</b> Directorate	
<b>Section</b>		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Executive Director, Biodiversity and Conservation Science	<b>Level/Grade</b> Class 2	 Person in Services Section Registered JDF 9 August 2022		
↓				
<b>Responsible to</b>				
<b>Position Title</b> Assistant Director, Biodiversity and Conservation Science	<b>Level/Grade</b> SCL5			
↓		<b>Other offices reporting directly to this office</b> <table border="1"> <tr> <td><b>Position title</b> BCS Leader, Science Coordination Communications Officer</td> <td><b>Level</b> SCL4 L5</td> </tr> </table>	<b>Position title</b> BCS Leader, Science Coordination Communications Officer	<b>Level</b> SCL4 L5
<b>Position title</b> BCS Leader, Science Coordination Communications Officer	<b>Level</b> SCL4 L5			
<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:

Assists the Executive Director, Biodiversity and Conservation Science with the development and implementation of strategic direction, effective engagement, communication and collaboration for biodiversity knowledge initiatives.

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 limited direction (SC3) or general guidance (SC4) from Assistant Director BCS

1. Undertakes (SC3) or leads (SC4) development of policy and strategies for biodiversity conservation and recovery programs.
2. Coordinates, prepares and reviews responses to Departmental and Ministerial correspondence, and development of briefing notes.
3. Contributes to (SC3) or fosters (SC4) strategic thinking and contributes to (SC3) or leads (SC4) strategic planning for biodiversity conservation, and implementation of the Department's Science Strategic Plan.
4. Undertakes (SC3) or leads (SC4) preparation of relevant Conservation Service statements for the budget process and production of content for the departmental annual report.
5. Undertakes (SC3) or leads (SC4) engagement with Commonwealth and other state agencies and represents the department as required.
6. Liaises with Parks and Wildlife staff with respect to implementation of policies, programs, plans and communication activities to facilitate biodiversity knowledge informing conservation management.
7. Undertakes (SC3) or leads (SC4) strategic projects as required by the Assistant Director or Executive Director.
8. Represents the Department on internal and external committees and working groups, as required.
9. Maintains broad knowledge of effective implementation of biodiversity and conservation science for management. Contributes to change management processes to ensure delivery of departmental priorities

#### Other

10. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
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. These should be addressed in no more than four pages in total.

1. Broad (SC3) or considerable (SC4) knowledge of biodiversity conservation programs, policy and legislation relating to biodiversity conservation, and substantial (SC3) or extensive (SC4) experience in use of biodiversity knowledge to support conservation management.
2. Proven (SC3) or high level (SC4) ability to liaise effectively to achieve outcomes in application of biodiversity knowledge for conservation.
3. Proven (SC3) or high level (SC4) ability to source and synthesise complex information in a science and policy context to provide expert advice, including in relation to political or sensitive issues.
4. Well developed (SC3) or strong (SC4) written and verbal communication skills, including preparation of reviews, reports and Ministerial correspondence, and adapt communication to a range of audiences.

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

5. Proven (SC3) or high level (SC4) ability to establish networks and develop internal and external relationships to facilitate cooperation.
6. Understanding of occupational health and safety, and equity and diversity principles and practices.
7. Tertiary degree in biological sciences or related discipline (Essential) and post graduate qualification in biological sciences or related discipline (Desirable).
8. 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** selection criteria for this position.

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

Information on whether appointment to this position is subject to provision of proof of COVID-19 vaccination, 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 checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input 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: <i>Margaret Byrne</i>	Signature:
Date: 3/8/22	Date: