



Job Description Form

1. Position Details

Position Title BCS Leader, Science Coordination			Position Number DBCA3147219
Level/Grade SCL4	Specified Calling SCL4	Agreement PSA 1992/PSCA 2021	Effective Date 9 August 2022
Division Biodiversity and Conservation Science			Branch Directorate
Section			Location Kensington

2. Reporting Relationships

Position Title Executive Director, Biodiversity and Conservation Science	Level/Grade Class 2	 Personnel Services Section Registered JDF 9 August 2022
Responsible to		
Position Title Assistant Director, Biodiversity and Conservation Science	Level/Grade SCL5	→ Position title BCS Leader, Biodiversity Knowledge Communications Officer
Responsible to		
This position		
Officers under direct responsibility		
Position Title Systems Manager/Information Architect Project Manager	Level/Grade L6 L6	Approx. no. FTEs supervised 1.4 2

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 effective coordination, management, communication and collaboration for biodiversity and conservation science initiatives.
Supports Program Leaders with management of Biodiversity and Conservation Science Programs and delivery of science outcomes.

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 (%).

1. Manages delivery of identified science activities, including ecoinformatics, library and specific projects.
2. Supports Program Leaders with management of Biodiversity and Conservation Science Programs and translation of science and biodiversity knowledge to inform conservation management.
3. Fosters innovation and coordinates delivery of science outcomes and strategic initiatives across Biodiversity and Conservation Science Programs.
4. Contributes to strategic planning for biodiversity conservation and implementation of the Department's Science Strategic Plan.
5. Contributes to Departmental and Ministerial correspondence, and development of briefing notes.
6. Coordinates production of the Biodiversity and Conservation Science Annual Report.
7. Assists with development of Conservation Service statements for the budget process and production of content for the departmental annual report.
8. Maintains broad knowledge of effective implementation of biodiversity and conservation science for management.

Other

9. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
10. 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 knowledge of biological science programs and application of science based approaches to support management.
2. Demonstrated ability to coordinate delivery of science outcomes and translate science into management.
3. Proven 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. Demonstrated high level written and verbal communication skills, and ability to liaise effectively with team members in a devolved management environment.

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

5. High level 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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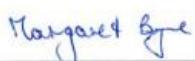
6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input 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.		
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 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. For more information refer to the department's guidelines on National Police checks .	<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: 	Signature:
Date: 3/8/22	Date: