Department of **Biodiversity, Conservation and Attractions**

GOVERNMENT OF WESTERN AUSTRALIA

We're working for Western Australia.

Job Description Form

1. Position Details

Position Title BCS Leader, Science Coordination			**Position Number** DBCA3147219
Level/Grade	**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	**Level/Grade**
Executive Director, Biodiversity and Conservation Science	Class 2

Personnel Services Section Registered JDF 9 August 2022

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Responsible to

Position Title	**Level/Grade**
Assistant Director, Biodiversity and Conservation Science	SCL5

→

Other offices reporting directly to this office

Position title	**Level**
BCS Leader, Biodiversity Knowledge Communications Officer	SCL4 L5

↓

Responsible to

This position

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Officers under *direct* responsibility

Position Title	**Level/Grade**	**Approx. no. FTEs supervised**
Systems Manager/Information Architect	L6	1.4
Project Manager	L6	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?	☒ Yes ☐ 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.	☐ District Allowance	☐ North West Leave
	☐ Air Conditioning	☐ No Fixed Hours (Rangers only)
	☐ Ranger Leave (Rangers only)	☐ 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/.	☐ Yes ☒ 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.	☒ Yes ☐ No	

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234313

7. Certification

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

Branch/Division Head	Director General
Signature: Margaret Byrne	Signature:
Date: 3/8/22	Date: