

# Job Description Form

## 1. Position Details

<b>Position Title</b> Regional Manager - Pilbara			<b>Position Number</b> DBCA0211564
<b>Level/Grade</b> Level 8	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSCA 2021	<b>Effective Date</b> 15 December 2022
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Pilbara Region	
<b>Section</b>		<b>Location</b> Karratha	

## 2. Reporting Relationships

<b>Position Title</b> Deputy Director General	<b>Level/Grade</b> Non- CEO Band 3
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Personnel Services Section  
Registered JDF  
15 December 2022 



Responsible to

<b>Position Title</b> Executive Director Regional and Fire Management Services	<b>Level/Grade</b> Class 2
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Responsible to

<b>This position</b>
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Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
District Manager Exmouth	Level 6 or 7	7
Operations Manager	Level 6	5
Regional Leader Parks and Visitor Services	Level 6 or 7	3
Regional Leader Joint Management	Level 6 or 7	5
Regional Leader Conservation	Level 6 or 7	2
Regional Leader Fire Management	Level 4 or 5 or 6	1
Marine Program Coordinator	Level 5	2
Regional Business Manager	Level 6	1
2 x Senior Reserves Officer BWI	Level 6	1
Personal Assistant	Level 3	Nil

Other offices reporting directly to this office

Position title	Level/Grade
Assistant Director	Level 8
Fire Management Services Branch Manager	Level 9
Regional Manager Swan	Level 9
Regional Manager Midwest	Level 8
Regional Manager Kimberley	Level 8
Regional Manager South West	Level 8
Regional Manager Wheatbelt	Level 8
Regional Manager Pilbara	Level 8
Regional Manager South Coast	Level 8
Regional Manager Goldfields	Level 8
Divisional Business Manager	Level 7
2 x Divisional Leader Regional Services	Level 7
Senior Project Business Manager	Level 7
Executive Officer	Level 5

## 3. Role of 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:

Reporting to the Executive Director Regional and Fire Management Services:

- Provides regional management and leadership to a diverse team managing the conservation of wildlife, lands, waters and resources and the engagement of traditional owners to achieve departmental and government 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 (%).

Reporting to the Executive Director Regional and Fire Management Services:

Provides regional management and leadership to a diverse team managing the conservation of wildlife, lands, waters and resources and the engagement of traditional owners to achieve departmental and government outcomes.

### REGIONAL ACCOUNTABILITIES:

#### 1. Management and leadership:

- Mentors and supports the regional team.
- Communicates clear rationale for decisions to managers, staff and stakeholders.
- Supports a constructive and positive culture and promotes diversity in the workforce.
- Displays widely respected judgment.
- Develops solutions to support the objectives of the department.
- Ensures implementation of performance management, career development, skills training, sound industrial relations, safety, fitness, health and wellbeing programs.

#### 2. Traditional owner engagement:

- Promotes, oversees and ensures joint management is implemented appropriately.

#### 3. Program delivery:

- Ensures effective program delivery, strategic and integrated resource allocation across programs and functions. Ensures works programs are developed, monitored and completed to agreed standards, budgets and timeframes.

#### 4. Fire management:

- Participates in the coordination and control of regional emergency operations and fire management activities, including Regional Duty Officer rosters. This commitment is expected to involve a minimum of 12 rostered weeks per annum.

#### 5. Stakeholder management:

- Initiates, coordinates and maintains effective relationships and partnerships with government, community, and business stakeholders.

#### 6. Governance:

- Implements the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Public Sector Management Act 1994*, other relevant Acts and regulations, policies, plans and protocols..
- Ensures responsibilities are undertaken in a professional, accountable and appropriate way aligned to the Code of Ethics and the department's Code of Conduct.
- Prepares high quality ministerial, departmental and parliamentary correspondence and reports.

#### 7. Business opportunities

- Ensures that opportunities are identified and acted on for the development of new business partnerships, external funding, sponsorships, and promotional and marketing activities, consistent with departmental objectives.

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## 5. Selection Criteria

All criteria are essential unless specified otherwise.

**Applicants should address the following three criteria. These should be addressed in no more than three pages in total.**

1. Evidence of empowering leadership experience in a large multidisciplinary team and substantial competence in long term planning and financial and risk management.
2. Highly developed written and verbal communication skills, including demonstrated skills in stakeholder engagement and management with traditional owners and with other leaders working for and in remote and regional communities.
3. Extensive experience in the field of natural land and resource management including conservation, fire management, emergency management, visitor risk and parks and visitor services.

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

4. Ongoing willingness and ability to participate in emergency incident and fire management activities including as Regional Duty Officer and to contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
5. Understanding of occupational health, safety and equity, and diversity principles and practices.
6. Current 'C' Class Driver's Licence.
7. A relevant tertiary degree or qualification in a discipline related to land, natural resource management, science or engineering. **(Desirable)**
8. Knowledge of, and experience in, the application of legislation and policy to achieve biodiversity conservation, land management and other natural resource management goals and sound knowledge of government financial management, reporting and accountability requirements. **(Desirable)**
9. Behaviour that reflects Integrity, Collaboration, Accountability, Respect and Excellence.

### 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.

**Information on whether appointment to this position is subject to a satisfactory Working With Children or 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 checked="" type="checkbox"/> District Allowance	<input checked="" type="checkbox"/> North West Leave	
	<input checked="" 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.	Personal Computer		
<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		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	139999
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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>