


Job Description Form

1. Position Details

Position Title Recreation Officer			Position Number DBCA3030867
Level/Grade Level 3 or 4	Specified Calling Level N/A	Agreement PSA 1992, PSCA 2021	Effective Date 2 February 2023
Division Parks and Visitor Services		Branch Visitor Services	
Section Recreation and Trails Unit		Location Kensington	

2. Reporting Relationships

Position Title Assistant Director Visitor Services	Level/Grade Level 8	Personnel Services Section Registered JDF 2 February 2023 	
↑		Other offices reporting directly to this office	
Responsible to			
Position Title Coordinator Recreation and Trails Unit	Level/Grade Level 6	⇐ Position title Trails Coordinator Project Officer	Level Level 5 Level 2
↑			
Responsible to			
This position			
↑			
Officers under <i>direct</i> 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 direction (**Level 3**) or general direction (**Level 4**) of the Recreation and Trails Unit Coordinator, the Recreation Officer will assist in the coordination and management of recreation activities on Department of Biodiversity, Conservation and Attractions (DBCA) managed lands and waters, including –

- Development, implementation and review of recreation activity management guidelines in consultation with both internal and external stakeholders;
- planning and development of recreational site assets, such as trails, supporting infrastructure and signage;
- evaluation, review and development of recreation related policy;

provides advice on the management of recreation-based events undertaken on DBCA managed lands and waters.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Position Title Recreation Officer			
Position No. DBCA3030867	Level/Grade Level 3 or 4	Specified Calling Level NA	Effective Date 2 February 2023

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 direction (**Level 3**) or general direction (**Level 4**) of the Recreation and Trails Unit Coordinator, the Recreation Officer will:

1. Develop, implement and review activity specific management guidelines and information for outdoor recreation on DBCA estate.
2. Work with DBCA specialist sections and the community to facilitate outdoor recreation on DBCA managed lands and waters.
3. Liaise with Regional and District staff and provide advice on operational management of outdoor recreation activities.
4. Assist in the evaluation, review and development of policy relating to the outdoor recreational activities on departmental estate.
5. Develop and maintain good working relationships with key stakeholders and community based outdoor recreation groups.
6. Represent the department in meetings and discussions related to outdoor recreation with local authorities, other government departments, outdoor recreation groups and the community as required.

Other

7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
8. Undertakes other duties as directed.

Position Title Recreation Officer			
Position No. DBCA3030867	Level/Grade Level 3 or 4	Specified Calling Level NA	Effective Date 2 February 2023

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 five criteria in a written application. These should be addressed in no more than three pages in total.

1. Demonstrated experience (**Level 4**) or experience (**Level 3**) in sustainable outdoor recreation management in natural areas.
2. Demonstrated experience (**Level 4**) or experience (**Level 3**) in project, contract and financial management.
3. Considerable (**Level 4**) or good (**Level 3**) interpersonal, written and verbal communication skills with internal and external stakeholders; including; other government agencies, community and indigenous people.
4. Demonstrated ability to work independently (**Level 4**) or with some supervision (**Level 3**) and as part of a team.
5. Well-developed computer literacy skills (word processing, spreadsheets, databases and GIS systems).

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

6. Ability and willingness to work away from home and attend after hours appointments.
7. Understanding of occupational, health and safety, and equity and diversity principles and practices.
8. Current 'C' class drivers licence.
9. Tertiary qualifications in environmental management, outdoor recreation, or equivalent. (**Desirable**)
10. Knowledge of the functions and objectives of the Department's policies and management relating to outdoor recreation activities. (**Desirable**)
11. 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 and/or (as a minimum) Desirable selection criteria for this position.

12. Behaviour that reflects Integrity, Collaboration, Accountability, Respect and Excellence (DESIRABLE).

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.

Position Title Recreation Officer			
Position No. DBCA3030867	Level/Grade Level 3 or 4	Specified Calling Level NA	Effective Date 2 February 2023

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.	4WD, GPS systems		
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/ for information on whether a check is required. If yes, applicants may be asked to provide a 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. If yes, applicants may be asked to obtain a National Police Certificate . 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	272612
---	--------

7. Certification

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

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: