


# Job Description Form

## 1. Position Details

<b>Position Title</b> Rangers Assistant			<b>Position Number</b> DBCA3138138
<b>Level/Grade</b> RA1	<b>Specified Calling</b> N/A	<b>Agreement</b> Rangers Award / RNPGA 2020/ United Voice Fire Services Provisions Agreement 2014	<b>Effective Date</b> 28 June 2023
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Midwest Region	
<b>Section</b> Murchison District		<b>Location</b> Thundelarra	

## 2. Reporting Relationships

<b>Position Title</b> Senior Ranger	<b>Level/Grade</b> Grade 3	Personnel Services Section Registered JDF 28 June 2023 		
↑ <b>Responsible to</b>				
<b>Position Title</b> Ranger	<b>Level/Grade</b> Grade 1 or 2	<b>Other offices reporting directly to this office</b>		
↑ <b>Responsible to</b>				
<b>This position</b>		<table border="1"> <tr> <td><b>Position title</b> Rangers Assistant</td> <td><b>Level/Grade</b> RA1</td> </tr> </table>	<b>Position title</b> Rangers Assistant	<b>Level/Grade</b> RA1
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↑ <b>Officers under direct responsibility</b>				

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

## 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:

<p>Under the immediate direction of the Ranger:</p> <p>Participates in a range of activities relating to conservation and land management work within the Karara Rangeland Park and Badimia Conservation Reserves, including assisting with:</p> <ul style="list-style-type: none"> <li>• general park management and maintenance including infrastructure and equipment fabrication and installation, feral animal and weed control and visitor information and education; and</li> <li>• bushfire suppression and prescribed burning programs.</li> </ul> <p>This position is a mentored development employment opportunity for Aboriginal people with preference given to Badimia members or approved Badimia applicants.</p>
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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 the immediate direction of the Ranger:

### **OPERATIONS (75%)**

1. Participates in the servicing of park facilities, including routine cleaning and maintenance of recreation sites, litter control and waste management.
2. Assists in the fabrication, maintenance and installation of park infrastructure, including sign manufacture, painting, carpentry and stonework.
3. Assists in the maintenance of mechanical equipment; including small motors, pumps, generators, fire units, compressors, 4WD vehicles and trailers.
4. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
5. Participates in activities associated with the protection of flora and fauna, including treating weeds and application of chemicals.
6. Undertakes the trapping and baiting of feral animals.
7. Participates in the planting and rehabilitation of disturbed sites.
8. Monitors native fauna populations.

### **ETHICS, COMPLIANCE AND WORK, HEALTH AND SAFETY (10%)**

9. Ensures records are maintained and reports are prepared in accordance with departmental standards, e.g. time sheets, vehicle logbooks, works diary and training portfolio.
10. Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards.
11. Responsible for personal safety and cooperates with team leader in carrying out of employee responsibilities as defined in the *Work, Health and Safety Act 2020*.
12. Participates in safety initiatives including team meetings, Job Safety Analysis preparation, workplace inspection, hazard identification and control and accident investigations.

### **PUBLIC INTERACTION (10%)**

13. Liaises with the public including commercial tour operators in a positive and constructive manner and assists with fee collection.
14. Reports suspicious activity and offences on departmental land.

### **GENERAL**

15. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the Operations Manager.
16. Carries out other duties as directed by the Ranger.

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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, including where possible the desirable criterion. These should be addressed in no more than three pages in total.

1. Aboriginality is a genuine occupational qualification and is authorised under Section 50(d) of the *Equal Opportunity Act 1984*. To apply you must be of Aboriginal or Torres Strait Islander (ATSI) descent, identify as ATSI and be recognised as such by the ATSI community. Preference will be given to Badimia members or approved Badimia applicants.”
2. Experience or interest in working on country and ability to participate in manual activities related to conservation and land management; including maintenance and construction of reserve-related infrastructure, conservation of cultural values, flora and fauna protection and prescribed burning.
3. Evidence of ability to liaise and interact in a positive manner. Have good communication and interpersonal skills and be able to work effectively in a team.
4. Experience in operating equipment such as chainsaws, brush cutters and common maintenance tools. **(Desirable)**

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

5. Demonstrated literacy and numeracy skills including the ability to read and understand maps, and apply relevant procedures in the work environment, including work, health and safety procedures and principles.
6. Physically fit for “on the ground” operational fire work and be able to pass the departmental fire fitness test plus 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.
7. Willingness and ability to work away from home if required. Be available for weekend and irregular hours of work. Willingness to wear prescribed safety equipment and to work safely with chemicals.
8. Ability and willingness to acquire Certificate II in Conservation and Ecosystem Management and participate in a mentored work development program.
9. Understanding of equity and diversity principles and practices.
10. Current ‘C’ Class Driver’s Licence.
11. Possess other skills, experience or qualifications relating to the position e.g. fire-fighting, 1080 baiting certification, firearms, animal trapping, first aid certificate and trade skills. **(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**

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 type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input checked="" type="checkbox"/> No Fixed Hours (Rangers only) Applies once initial training/orientation is complete	
	<input checked="" type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Fire Allowances	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Hand and power tools, generator, chainsaw, 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 checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	234314
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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>