

Job Description Form

1. Position Details

Position Title Conservation Employee – Supervisor or Crew Leader (Yamatji Nation)			Position Number DBCA3144438
Level/Grade AWU Level 3 or 4	Specified Calling N/A	Agreement AWU (WA Public Sector Award) GA 2021, AWU Fire Services Provisions Agreement 2014	Effective Date 20 March 2024
Division Regional and Fire Management Services		Branch Midwest Region	
Section Murchison District		Location Geraldton	

2. Reporting Relationships

Position Title Operations Officer	Level/Grade Level 4	Recruitment and Establishment Section Registered JDF CB 21 March 2024	
↑		Other offices reporting directly to this office	
Responsible to			
Position Title Senior Works Centre Coordinator	Level/Grade AWU Level 5	←	Position title 2 x Supervisor or Crew Leader
↑			Level/ Grade AWU Level 3/4
Responsible to			
This position			
↑			

Officers under *direct* responsibility

Position Title 6 – Conservation Employees	Level/Grade AWU Level 2 and 3	Approx. no. FTEs supervised Nil
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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 direction of the Senior Works Coordinator:</p> <ul style="list-style-type: none"> Supervises and leads Yamatji Nation Aboriginal Rangers, Conservation Employees and contractors in a range of activities related to the department's works programs including asset maintenance, fire management, conservation, parks and visitor services (PVS) and joint management including remote and overnight work. Provides specialist construction advice, quality control / assurance, planning to implement construction and maintenance works in the Murchison District / Midwest Region. Develops, plans, organises and implements on ground conservation and PVS projects throughout the Murchison District. Undertakes an active role in incident and fire management activities. Supports identification of training needs for employees to ensure safe and effective works.

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 direction of the Senior Works Coordinator:

- Supervises and leads Level 2 AWU employees and contractors in a range of activities related to the department's work programs. Coordinates works programs across conservation, parks and visitor services, sustainable land management and fire management and directs in the setting of priorities, critical planning and target achievements. (AWU L3)

or

Leads and supervises AWU Level 2 and 3 employees and participates in and organises works programs undertaken by employees and contractors for a range of land management activities, including, setting priorities and targets and critical planning, to achieve agreed works programs. (AWU L4) **(75%)**

- Joint management** activities include supporting joint management on-country outcomes, connection to culture and country, interpretation, education, awareness and training.
- Conservation** works programs include fauna and flora protection through treating pests and diseases, declared weed control by the application of chemicals or removal, feral animal control by trapping, baiting and preparation of baits, monitoring native fauna populations, mammal trapping and translocation, fencing, rehabilitation of disturbed sites with native vegetation, and reserve inspections.
- Parks and Visitor Services** works programs include support of tourism and recreational activities through monitoring visitor numbers, data collection, recreation and visitor facilities maintenance, collection and removal of rubbish, construction of small building projects, maintenance of walk trails and campgrounds, and reporting suspicious activity and offences on departmental land.
- Fire Management works** programs include fire suppression and control through firebreak construction and maintenance, erecting signage, maintenance of water points, strategic road access and equipment maintenance. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

In undertaking this role, the following generic duties also apply (25%):

Personnel and Training

- Provides on the job training as required. (AWU L3) or supervises, organises and co-ordinates employee training to achieve and improve their work performance. (AWU L4)
- Assesses training needs of employees. Facilitates their training and development needs. (AWU L3 & 4)
- Leads and provides input to employee development and performance reviews, as required. (AWU L4)

Planning, Administration and Quality Control

- Undertakes all administrative functions required of the role. (AWU L3 & L4)
- Advises on methods and techniques to improve quality control, efficiency and productivity (AWU L3); or Canvases feedback on the department's operating procedures from employees and contractors supervised. Makes recommendations for continuous improvement. (AWU L4)
- In conjunction with Senior Works Coordinator prepares weekly schedules/ work programs of priorities to be achieved. (AWU L3) or engages in daily operational works planning up to 6 months ahead to meet targets, develops periodic works programs and monitors and reports on resource allocation and production against these programs. (AWU L4)
- Takes responsibility for personal outputs and assists others to achieve and improve their output. (AWU L4)

Customer Service

- Liaises with the public in a positive and constructive manner. (AWU L3) or liaises and engages with public and community members on matters related to the department's land management activities in a positive and effective manner and presents a competent role model of behaviour for employees. (AWU L4)
- Provides services to internal customers within an agreed schedule. (AWU L3) or negotiates with internal and external customers on acceptable outcomes for programs as required and delivers services to customers within agreed schedules. (AWU L4)
- Assumes a competent role model when dealing with difficult or challenging situations with the public. (AWU L3) or resolves difficult or challenging situations relevant to the position's responsibilities in a competent and effective manner. (AWU L4)

Ethics and Compliance

- Ensures records are maintained and reports are prepared in accordance with departmental / district standards. (AWU L3 & 4)
- Complies with relevant legislation, regulatory requirements, corporate policy, guidelines, procedures and ethical standards. (AWU L3 & 4)

Occupational Health and Safety

- Responsible for personal and team safety in carrying out employee responsibilities as defined in the *Occupational Safety and Health Act 1984*. (AWU L3 & 4)
- Assists in the development (AWU L3) or develops (AWU L4) and implementation of job prescriptions and safe working procedures, including workplace inspection, hazard identification and control and accident investigations.
- Monitors and anticipates public activity on departmental land, having regard *Work, Health and Safety Act 2020*, public liability, departmental risk factors and relevant Acts and regulations. (AWU L3 & 4)

Other

- Participates in development programs to achieve Certificate III (AWU L3) or IV (AWU L4) in Conservation and Land Management.
- Participates in emergency incident responses which may be related to bushfires, search and rescue or wildlife as appropriate and as directed by the District Manager. (AWU L3 & 4)
- Carries out other duties as required. (AWU L3 & 4)

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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 3 criteria for the level being applied for; including where possible the desirable criterion as appropriate. These should be addressed in no more than a total of 3 pages.

1. Ability to supervise and coach others (AWU L3) or demonstrated ability to lead and supervise others (AWU L4) in a range of work programs, identify training needs, conduct training as appropriate, and promote an environment of continuous learning; with a preference for someone with experience working with Aboriginal people and / or an awareness of Aboriginal culture.
2. Ability to plan and implement works programs in an efficient manner, organise resources, determine day to day priorities and ensure best practice quality control measures are achieved. (AWU L3)
or
Sound knowledge and experience in undertaking projects and works programs to ensure they are planned and implemented in an efficient manner, which includes an ability to determine and set priorities, organise resources and ensure best practice and quality control measures are implemented. (AWU L4)
3. Experience in the construction and maintenance of infrastructure relevant to the department. (AWU L4) (**Desirable** at AWU L3)

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

4. Good (AWU L3) or sound (AWU L4) oral and interpersonal skills, ability (AWU L3) or proven ability (AWU L4) to work effectively in a team and under limited supervision with departmental employees and contractors.
5. Good (AWU L3) or sound (AWU L4) writing skills including the ability (AWU L3) or proven ability (AWU L4) to produce reports and programs and apply computer skills relevant to the requirements of the job.
6. Willingness and ability to work with other parties including Traditional Owners (AWU L3) or proven ability of working with internal and external stakeholders, and willingness to work with Traditional Owners (AWU L4) liaising and negotiating to achieve positive outcomes and ensuring all factors are taken into account before operational works commence.
7. Knowledge of the basic principles of fauna, flora and hygiene management, and a sound understanding of the use of poisons, pesticides and herbicides (AWU L3); or demonstrated experience (AWU L4).
8. Certificate III (AWU L3) or Certificate IV (AWU L4) in Conservation & Land Management; or ability and willingness to acquire; and / or relevant trade qualification.
9. Proven ability to undertake roles in prescribed burning, and incident and fire management activities. Willing and able to participate in ongoing training, physically fit for "on ground" fire work and able to pass the departmental fire fitness test and medical associated with emergency management roles. 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 (AWU L3 & 4)
10. Understanding of occupational, health and safety, and equity and diversity principles and practices. (AWU L3 & 4)
11. Western Australian 'MR' and 'C' Class Driver's Licences. (AWU L3 & 4)
12. Applied First Aid Certificate. (AWU L4) (**Desirable** at AWU L3)

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.

13. 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

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 i.e. 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 checked="" 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 checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	GPS, 4WD vehicle, fire-fighting equipment, trucks, spray equipment, power tools.		
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		

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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:	Date: