



Job Description Form

1. Position Details

Position Title Director, Environment and Infrastructure			Position Number BGPA3138218
Level/Grade Level 8	Specified Calling Level	Agreement PSA1992/PSCA 2022	Effective Date 4 December 2023
Division Botanic Gardens and Parks Authority		Branch Environment and Infrastructure	
Section		Location Kings Park and Botanic Gardens	

2. Reporting Relationships

Position Title Chief Executive Officer, Botanic Gardens and Parks Authority	Level/Grade Band 2
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Personnel Services Section
Registered JDF
4 December 2023



Responsible to

Position Title Executive Director, Botanic Garden and Parks Authority	Level/Grade Class 1
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Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Curator Grounds and Infrastructure	Level 5	Branch total ~25
Bushland Manager	Level SC2	
Ecological Scientist	Level SC2	
Technical Officer (x 2)	Level SC1	
Administration and Technical Assistant	Level 3	

Other offices reporting directly to this office

Position title	Level/Grade
Director Business and Community Engagement	Level 8
Director WA Botanic Garden (Horticulture and Living Collections)	Level 8
Business and Finance Manager	Level 7
Policy and Planning Officer	Level 6
Executive Officer	Level 5

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:

Provides strategic leadership and management in the conservation of bushland areas of Kings Park and Bold Park, manages risk and response capability for fire, environmental and infrastructure risks. Oversees building condition management, heritage asset management, infrastructure and mechanical services including complex irrigation systems and other infrastructure supporting ex-situ collections, turf and the presentation in parkland areas. Manages and facilitates major and minor infrastructure projects within capital works and maintenance programs. Facilitates fleet management and waste management protocols to support operational and sustainability objectives.

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

As a senior member of the executive team, the Director Environment and Infrastructure has corporate responsibilities relating to the overall objectives of the Botanic Gardens and Parks Authority, in particular:

1. STRATEGIC LEADERSHIP AND MANAGEMENT

- 1.1. Participate as an active member of the Corporate Executive contributing to strategic decision making within the Authority, provision of advice to the Board and through the development of strategies and policies related to the business of the Directorate.
- 1.2. Support community engagement and empowerment objectives as they relate to conserving and enhancing native biological diversity of the designated land. In particular, with volunteer groups and through partnerships with traditional owner and knowledge holder groups. Represent the CEO and Authority as required on matters relating to the business of the Directorate, and other core business functions and activities as required.
- 1.3. Provide staff leadership in the areas of biodiversity conservation, turf management, infrastructure and works project management and manage the continuous improvement of staff skills, performance and productivity by setting relevant operational objectives and managing staff performance to achieve outcomes as specified in relevant plans.
- 1.4. Assist in preparation of external correspondence and corporate communication, including ministerial briefing notes, reporting on cross government programs and media liaison as required to present a positive media profile regarding the conservation of bushland, environmental risk management and sustainability, waste management and effective asset management.

2. OPERATIONS MANAGEMENT

Directorate performance

- 2.1. Ensure Directorate compliance with all relevant legislative, regulatory and Public Sector Standards requirements.
- 2.2. Plan, monitor and review team budgets and apply general management skills to ensure optimal resource utilisation in line with Directorate's resource allocation and intended outcomes.
- 2.3. Ensure effective communication and liaison with related functions across the DBCA portfolio, across the BGPA and within the Directorate.

Conserving and enhancing native biological diversity

- 2.4. Manage biodiversity conservation programs to balance protection, conservation and restoration objectives with the delivery of safety, amenity, education, recreation and visitor experience goals of the organisation.
- 2.5. Formulate, implement, monitor and review policies, strategies and plans that are consistent with national and State level frameworks for the effective management of the Biodiversity Conservation outcomes on DBCA managed lands.
- 2.6. Develop, implement and maintain appropriate bushland condition monitoring. Ensure monitoring and reporting regimes are in place to support the information requirements of the CEO/ Executive Director and the Board.

Environmental services and risk

- 2.7. Manage emergency response capability and risk mitigation as it relates to natural hazards and risks such as fire, rockfall, landslide and tree risks in bushland areas
- 2.8. Management of fleet, infrastructure and heritage assets and associated structural, operational and safety risks.
- 2.9. Manage park environmental services, infrastructure projects and programs to ensure assets are high quality, fit-for-purpose to support optimised asset utilisation, safety and whole-of-asset-life sustainability.
- 2.10. At a senior level, lead and manage the delivery of infrastructure and works projects in accordance with the Authority's strategic plans.

3. OTHER

- 3.1. As appropriate, participate in fire management activities across the portfolio that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
- 3.2. Undertake 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 five criteria. These should be addressed in no more than three pages in total.

1. Personal attributes and an approach to working and relating to staff, peers and stakeholders that is consistent with DBCA corporate values (refer below)
2. Extensive knowledge of, and experience in cultural and conservation estate management (or closely related field or related technical area) with particular emphasis on biodiversity conservation, protection of natural assets, and the provision of infrastructure to support tourism, recreation and visitor services in protected natural areas.
3. Highly developed interpersonal, oral communication, written communication and organisational skills.
4. Extensive experience in managing and leading a multi-disciplinary team, and empowering staff to achieve agreed outcomes including evidence of ability to set clear direction, optimize workplace diversity, introduce change, promote staff development, health and safety, and review and adjust staff performance.
5. Substantial experience and competence in financial management and other management systems; including, infrastructure project / program management, asset management and risk management.

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

6. 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.

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.

1. 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.

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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 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.			
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 https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	132411
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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: