

Job Description Form

1. Position Details

Position Title Ranger (Marine)-Mayala Joint Management			Position Number DBCA3138178
Level/Grade Grade 1 or 2	Specified Calling N/A	Agreement Rangers Award / RNPGA 2022, United Voice Fire Services Provisions Agreement 2014	Effective Date 10 January 2024
Division Regional and Fire Management Services		Branch Kimberley Region	
Section West Kimberley District		Location Broome	

2. Reporting Relationships

Position Title Coordinator Buccaneer Archipelago Marine Parks	Level/Grade Level 5
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Recruitment and Establishment Section
CB Registered JDF
 10 January 2024

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Responsible to

Position Title Senior Ranger (Marine)-Mayala Joint Management	Level/Grade Grade 3
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Responsible to

This position

Other offices reporting directly to this office

Position title	Level/ Grade

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Officers under *direct* responsibility

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:

Under the immediate direction of the Senior Ranger (Marine)-Mayala Joint Management:

- Assists in the management of Marine Parks within the Buccaneer Archipelago in the West Kimberley district in joint management with the traditional owners.
- Carries out programmed operational activities and field logistics for lands, waters, wildlife, cultural and natural resources under the departments control in the district; and
- Carries out marine park patrols for the purposes of raising public understanding of marine park values, regulations, compliance, management intervention, research and monitoring, as directed.

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 Senior Ranger (Marine)-Mayala Joint Management:
In Joint Management with the Traditional Owners:

OPERATIONS (50%)

1. Undertakes and supervises operations within the Buccaneer Archipelago Marine Parks in accordance with the Joint Management Agreements, management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

- Undertaking and implementing day to day operations of agreed work programs;
- Undertaking patrols via vessel, aircraft and 4WD vehicle for the purpose of raising public understanding of regulations, compliance monitoring and enforcement;
- Participates in the mitigation and maintenance of Visitor Risk Management requirements;
- Assisting with the collection and analysis of data for ecological and social monitoring data and research programs, in line with established protocols;
- Undertaking fabrication and maintenance of marine infrastructure (signage, moorings, field stations, vessels, outboards, small diesel engines, vehicles, and other essential field equipment); and
- Maintaining and skippering departmental vessels in accordance with AMSA requirements and departmental policies.

STAFF (10%)

2. Supervises the work of trainees, fee for service staff, volunteers and contractors, including training and mentoring, where applicable, to the prescribed work standard.
3. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as in dealings with those listed in 2 above.

PUBLIC INTERACTION (20%)

4. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
5. Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups, and other stakeholders.
6. Assists with effective engagement with indigenous experts and traditional owners to promote training and skills transfer.
7. Assists in the preparation and delivery of interpretative and educational material, community education programs and public consultation relating to management plans and other planning documents and strategies.
8. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, and associated regulations as required.

GENERAL (20%)

9. Responsible for general administration, including compiling and completing administrative account documentation, and maintaining statistical information.
10. Attends and participates in Joint Management Body meetings and collaborative works planning meetings with the Mayala Inninalang Aboriginal Corporation.
11. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
12. Undertakes activities associated with incident management (e.g. bushfires, marine wildlife strandings, search and rescue and oil spills) commensurate with experience and training, and as directed by the District Manager.
13. Other duties as directed by the Coordinator – Buccaneer Archipelago Marine Parks.

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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. These should be addressed in no more than four pages in total.

1. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated visitor management and natural resource management with an emphasis on the marine environment.
2. Good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2) patrol and enforcement activities, and liaison with the public, commercial tourism operators, community groups, Indigenous groups, other government agencies and stakeholders.
3. Knowledge (Grade 1) and experience (Grade 2) in the logistics of vessels, and the operation and skippering of vessels up to 12 metres in length requiring a Coxswain Grade 2 (NSCV Near Coastal) as a minimum certificate of competency, holding such a certificate and able to work within confined spaces (liveaboard vessels), and remote areas for extended periods of time.
4. Knowledge of Aboriginal culture and evidence of ability to understand and work with Aboriginal people.

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

5. Demonstrated competence in written and oral communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of interpretative and educational programs. Proficient (Grade 1) or demonstrated proficiency (Grade 2) in word processing, and the use of spreadsheets and database software.
6. Ability to (Grade 1) or demonstrated experience in (Grade 2) carrying out routine maintenance duties, for marine infrastructure and equipment (including signage, moorings, field stations, vessels, outboards, small diesel engines, vehicles, SCUBA equipment).
7. Demonstrated ability to work effectively in a team, show initiative, work unsupervised 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.
8. Willing and able to acquire Certificate II (Grade 1) or Certificate III (Grade 2) in Conservation and Ecosystem Management or have an equivalent qualification or experience.
9. Understanding of work, health and safety, equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence, with a preference for an 'MR' or 'HR' Class Driver's Licence.
11. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* associated regulations, in particular in relation to compliance management, and have an understanding of the principles and practices of Visitor Risk Management. (**Desirable**)
12. Knowledge of the Australasian Inter-Service Incident Management System (AIIMS) and its application to emergencies such as wildfires, marine wildlife strandings and oil spills. (**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.

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 ie 60% of full time hours.	1.0		
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 checked="" type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input checked="" type="checkbox"/> No Fixed Hours (Rangers only)	
	<input checked="" type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: <input checked="" type="checkbox"/> Coxswain Allowance	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Small vessels up to 12m, 4WD, towing trailers, power and hand tools, GPS, corporate firearms, digital cameras and video equipment, drones, PDA's, satellite phones, radios (UHF, VHF, HF).		
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 checked="" type="checkbox"/> Yes <input 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	234314
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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: