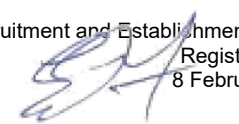


Job Description Form

1. Position Details

Position Title Weeds Project Officer			Position Number DBCA3159200
Level/Grade Level 5	Specified Calling N/A	Agreement PSA 1992 / PSCA 2022	Effective Date 8 February 2024
Division Conservation and Ecosystem Management		Branch Ecosystem Health	
Section Weeds Program		Location Kensington (preferred)	

2. Reporting Relationships

Position Title Branch Manager	Level/Grade Level 8	<p>Recruitment and Establishment Section Registered JDF 8 February 2024</p> 		
↑				
Responsible to				
Position Title Weeds Program Leader	Level/Grade SC 3	<p>Other offices reporting directly to this office</p> <table border="1"> <tr> <td>Position title Nil</td> <td>Level</td> </tr> </table>	Position title Nil	Level
Position title Nil	Level			
↑				
Responsible to				
This position				
↑				
Officers under direct 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 limited direction of the Weeds Program Leader:

- Research and collate material, including liaison with stakeholders, to assist in the development of policy and procedures for the management of priority weeds impacting ecosystem health on land managed by the Department.
- Assist with the development and implementation of strategic data management systems to support weed management programs.
- Ensure appropriate training in weed management is received by staff of the Department and other personnel, as required.

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 limited direction of the Weeds Program Leader

Policy and Administration

1. Development, maintenance, and delivery of training in weed management, including management of weed training records in the department's learning management system and VETtrak.
2. Research and collate material to develop policy and procedures for the Weeds Program and prepare documents, discussion papers, submissions and reports relating to specific projects as required.
3. Prepare correspondence, reports, briefing notes, ministerials and meeting minutes as required.
4. Assist with, and manage as required, the development of projects that will contribute towards implementation of the weed management program.
5. Identify gaps in knowledge and resources relating to weed management and facilitate opportunities to meet these gaps.
6. Identify and disseminate innovative practices and procedures that assist in the achievement of weed management programs to departmental staff.

Data

7. Assist with, and at times lead, the development of data collection systems, analysis and interpretation and provide advice and support for weed programs.
8. Assist with maintenance of Weeds Program SharePoint and internet sites.

Liaison

9. Ensures effective communication with regional and specialist staff to achieve best practice in weed management programs.
10. Provides advice on weed management issues and liaises with internal and external stakeholders as required.
11. Represents the department on committees and working groups associated with weed management as required.

Finance

12. Investigates funding opportunities for regional weed management programs and disseminates these to departmental staff.
13. Investigates funding opportunities for weed research and database strategic systems development and develops funding submissions, including joint submissions with external parties, where appropriate.

Other

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

Position Title Weeds Project Officer			
Position No. DBCA3159200	Level/Grade Level 5	Specified Calling Level N/A	Effective Date 8 February 2024

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 four pages in total.

1. Considerable knowledge of biodiversity conservation or natural resource management and demonstrated experience in weed management and associated effective management processes and control techniques.
2. Provide examples that supports ability to work both independently and in a team environment, demonstrating initiative, integrity, leadership, and conflict resolution.
3. Demonstrated high level interpersonal skills and experience in effective liaison and negotiation with internal staff and external stakeholders to achieve on ground outcomes.
4. Demonstrated ability to think critically, organise and determine operational and/or research priorities, formulate appropriate recommendations, effectively communicate learnings and research findings, and review outcomes to inform continuous improvement of operational practices.
5. Demonstrated experience in managing training programs including developing, coordinating and presenting training sessions and also the management of training administrative requirements. Possession of a Certificate IV in Workplace Training and assessment will be well regarded.

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 travel and possession of current 'C' class driver's licence.
7. Good level of written communication skills and demonstrated proficiency in using computer software (including Word, Excel, Arc GIS etc.) for operational report writing, editing and data analysis.
8. Ability to interpret policy and legislation, including the Health (Pesticides) Regulations 2011, Biosecurity and Agriculture Management Act 2007 and Work Health and Safety Act 2020, and prepare guidelines and procedures to assist in the management of weeds in Western Australia.
9. Understanding of occupational health and safety, and equity and diversity principles and practices.
10. Tertiary qualification in a discipline relevant to biodiversity conservation or an equivalent qualification. (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 provision of a satisfactory Working With Children check or a National Police check, is included in Section 6 of this form.

Position Title Weeds Project Officer			
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6. Other

Position Status Does the position form part of the permanent structure?	<input 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.	Personal computer, 4WD vehicle, GIS		
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/ .	<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. For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input 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: