

Job Description Form

1. Position Details

| | | | |
|--|---------------------------------|---|--|
| Position Title Operations Officer | | | Position Number DBCA3160240 |
| Level/Grade Level 4 | Specified Calling N/A | Agreement PSA 1992, PSCA 2022 | Effective Date 27 March 2024 |
| Division Regional and Fire Management Services | | Branch Wheatbelt Region | |
| Section | | Location Merredin | |

2. Reporting Relationships

| Position Title Regional Manager | Level/Grade Level 8 | Recruitment and Establishment Section Registered JDF 28 March 2024 <i>CB</i> | | | | | | | | | | |
|--|-------------------------------|---|----------------|--------------|---------------------------|---------|-----------------------------|---------|-----------------------------|---------|--|-----------|
| ↑ | | | | | | | | | | | | |
| Responsible to | | Other offices reporting directly to this office | | | | | | | | | | |
| Position Title Regional Operations Manager | Level/Grade Level 6 | <table border="1"> <thead> <tr> <th>Position title</th> <th>Level/ Grade</th> </tr> </thead> <tbody> <tr> <td>Fire Coordinator Narrogin</td> <td>Level 5</td> </tr> <tr> <td>Operations Officer Narrogin</td> <td>Level 4</td> </tr> <tr> <td>Operations Officer Narrogin</td> <td>Level 3</td> </tr> <tr> <td>Assistant Operations Officer Katanning</td> <td>Level 1/2</td> </tr> </tbody> </table> | Position title | Level/ Grade | Fire Coordinator Narrogin | Level 5 | Operations Officer Narrogin | Level 4 | Operations Officer Narrogin | Level 3 | Assistant Operations Officer Katanning | Level 1/2 |
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| ↑ | | | | | | | | | | | | |
| Responsible to | | | | | | | | | | | | |
| ↑ | | | | | | | | | | | | |
| This position | | | | | | | | | | | | |
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Officers under *direct* responsibility

| Position Title | Level/Grade | Approx. no. FTEs supervised |
|-----------------------------|-------------|-----------------------------|
| Operations Officer Merredin | Level 3 | 1 |
| Conservation Employee | AWU Level 2 | 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 direction of the Regional Operations Manager:

- Organises and coordinates the implementation of operations, works programs, activities and projects at the Merredin work centre including coordination and implementation of the wild dog control program.
- Assists with the delivery of parks and conservation compliance services in the region including assisting with investigations as appropriate.
- Liaises with key stakeholders and community groups in a positive and informed manner.
- Undertakes an active role in prescribed burning and bushfire suppression operations.

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 Regional Operations Manager:

SERVICES DELIVERY (20%)

1. Assists with the coordination and integration of annual works program with respect to conservation and parks and visitor services plans, priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
2. Conducts investigations as an authorised officer, to detect, deter and apprehend unlawful wildlife and unauthorised activity related to biodiversity and nature protection on all lands and waters.
3. Assists in determining the standards and techniques for implementing the works programs. Ensures all activities are compatible with the department's objectives & responsibilities.
4. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Bush Fires Act 1954*, associated regulations and other relevant legislation, circulars, policies and guidelines.

REGIONAL OPERATIONS (50%)

5. Assists with the planning and implementation of management actions and programs prescribed in the annual works plans and management plans, to protect biodiversity and enhance visitor experience on departmental managed lands; including:
 - undertaking specific reserve management projects as required, including reserve inspections, managing signage, rehabilitation and closing areas impacted by inappropriate use,
 - delivering specific parks and visitor services projects, managing contracts and the management of relevant data collection programs and infrastructure asset register, as required.
6. Assists with the coordination of works programs for Operations Officer, Conservation Employees, and contractors, and supervisors and reports on quality of work performed.
7. Assists with the preparation and implementation of the wild dog control program.
8. Communicates effectively, both verbally and written, with other staff, regional and specialist staff to ensure best practice activities. Prepares reports, enters and stores data and maintains records.
9. Liaises and maintains networks with departmental staff and external stakeholders, neighbours and organisations where interdependencies exist. Represents the department at meetings with local authorities, other government departments and stakeholders, as appropriate.
10. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

HUMAN RESOURCES MANAGEMENT (10%)

11. Promotes and ensures there is a high standard of open, honest and clear communication, fosters a team spirit and culture of empowerment and productivity and that there is effective performance management for all staff whilst under their supervision.
12. Prepares and reviews job prescriptions and job safety analyses for works programs undertaken by those under their supervision.
13. Ensures safe and efficient work methods are used at all times.

FINANCIAL MANAGEMENT (10%)

14. Assists with the development of the annual works program; including the preparation of financial estimates.
15. Monitors expenditure and cost effectiveness of works within allocated areas, and arranges payment of accounts.

GENERAL (10%)

16. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
17. Participates in departmental training and safety programs as directed.
18. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue or wildlife as appropriate and as directed by the Regional Manager.
19. Undertakes other duties as directed by the Regional Operations Manager.

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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. Experience in the operational implementation of works programs associated with natural land management or a closely related area, plus knowledge of project management in natural settings.
2. Willing and able to participate in criminal investigations and gain an understanding of the general principles and procedures associated with the preparation of briefs of evidence for prosecution purposes.
3. Evidence of well - developed interpersonal and oral communication skills with particular experience in liaising effectively with external organisations; government agencies, community, and special interest groups.
4. Experience in infrastructure development and maintenance, and budget preparation, control and expenditure of allocated work projects.

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

5. Experience, knowledge and skills in leading and managing teams, working effectively as part of a team and independently; and showing a high level of self - motivation.
6. Well - developed report writing skills and the ability to use computer software for mapping and data analysis, using excel.
7. Demonstrated physically fit and able to pass the department's field 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; including outside normal hours.
8. Willingness and preparedness to travel, camp and work in remote areas and be available for weekend and irregular hours of work.
9. Understanding of occupational, health and safety, and equity and diversity principles and practices and experience in dealing with occupational health and safety issues in the workplace.
10. Current 'C' Class Drivers Licence with a preference for a 'MR' Class Driver's Licence.
11. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable)**
12. Working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *the Bush Fires Act 1954*, and associated regulations. **(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 (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.

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6. Other

| | | | |
|---|---|--|--|
| Position Status Does the position form part of the permanent structure? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Fixed-term | | |
| 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, general field equipment, firefighting equipment, trapping equipment | | |
| 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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| PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code | |
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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: |