

# Job Description Form

## 1. Position Details

<b>Position Title</b> Ranger - Abrolhos Islands National Park			<b>Position Number</b> DBCA3131037
<b>Level/Grade</b> Grade 1 or 2	<b>Specified Calling</b>	<b>Agreement</b> Rangers Award / RNPGA 2022, United Voice Fire Services Provisions Agreement 2014	<b>Effective Date</b> 29 April 2024
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Midwest Region	
<b>Section</b>		<b>Location</b> Geraldton	

## 2. Reporting Relationships

<b>Position Title</b> Senior Operations Officer - Houtman Abrolhos Islands National Park	<b>Level/Grade</b> Level 5
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Recruitment and Establishment Section

*CB* Registered JDF  
29 April 2024



Responsible to

<b>Position Title</b> Senior Ranger - Houtman Abrolhos Islands National Park	<b>Level/Grade</b> Grade 3
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Responsible to

**This position**



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

Other offices reporting directly to this office

Position title	Level/ Grade

## 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 Senior Ranger (Houtman Abrolhos Islands National Park):

- Assists in the day to day works programs and operations within the Houtman Abrolhos Islands National Park.
- Undertakes compliance patrols.
- Operates and maintains district vessels.

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 Ranger (Houtman Abrolhos Islands National Park):

### OPERATIONS (60%)

1. Undertakes and supervises operations outlined in the parks and visitor services and conservation programs, and strategic operations plans in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

- contributing to short-term park planning activities;
  - undertaking patrols via vessel for the purpose of raising public understanding of national park values, regulations, compliance, management intervention, research and monitoring;
  - participating in the mitigation and maintenance of Visitor Risk Management requirements;
  - assisting with the collection and analysis of data for ecological and social monitoring and research programs, in line with established protocols;
  - undertaking fabrication and maintenance of park visitor services infrastructure and maintenance of management infrastructure;
  - implementing conservation programs, including feral animal control, rehabilitation of degraded areas and monitoring of endemic species and communities.
  - undertaking fabrication and maintenance of park visitor services infrastructure and maintenance of management infrastructure; and
  - maintaining and skippering departmental vessels in accordance with Australian Maritime Safety Authority requirements and departmental policies.
2. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

### STAFF (10%)

3. Supports teamwork and engages in positive interactions within the work unit and the district.
4. Supervises the work of maintenance workers, trainees, volunteers and contractors, where applicable, to the prescribed work standard.
5. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as in dealings with other staff, contractors and the public.

### PUBLIC INTERACTION (20%)

6. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
7. Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups and other stakeholders.
8. 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.
9. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984* and *Biodiversity Conservation Act 2016* and associated regulations, and other legislation as required.

### GENERAL (10%)

10. Ensures that fees and all other collected monies are accounted for in accordance with the *Financial Management Act 2006*.
11. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
12. 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 District Manager.
13. Undertakes other duties as directed by the District 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 three criteria. These should be addressed in no more than three pages in total.

1. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated with visitor management and natural resource management including an awareness of the principles and practices of Visitor Risk Management.
2. Demonstrated ability to work effectively in a team, show initiative and to work unsupervised.
3. Experience in and certified documented evidence of operating vessels with a preference for acting as Master and Chief Engineer on large vessels (over 12m) offshore and hold Certificates of Competency – Master less than 24 meters near coastal and Marine Engine Driver Grade 2, or the ability to acquire this qualification.

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

4. Good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2) liaison with the public, commercial tourism operators, community groups and other stakeholders.
5. Ability to (Grade 1) or demonstrated experience in (Grade 2) the construction and maintenance of assets and infrastructure required for protected area management, including carrying out maintenance of equipment in vessels in survey, visitor infrastructure, signage, field stations, outboards and small engines.
6. 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.
7. Demonstrated competence in written and oral communication skills including demonstrated proficiency in word processing, the use of spreadsheets and database software.
8. Understanding of work, health and safety, equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Physically fit, must be able to pass the departmental fire fitness test able and test and 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.
11. Able and willing to work in remote areas, work weekends and public holidays as required, undertake extended periods of travel in remote locations,
12. Hold a Senior First Aid Certificate
13. Experience in applying legislation and policy to achieve conservation and natural resource management goals with a preference for someone with knowledge of the *Conservation and Land Management Act 1984*, and *Biodiversity Conservation Act 2016*. (**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.

14. 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

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> 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		
<b>Allowances and Special Conditions</b> 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 checked="" type="checkbox"/> No Fixed Hours (Rangers only)	
	<input checked="" type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Coxswain Allowance	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Vessels, 4WD, towing trailers, power and hand tools, firefighting equipment, GPS, corporate firearms, underwater digital camera and video equipment, satellite phones, radios (UHF, VHF, HF).		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> 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		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> 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
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>