


Job Description Form

1. Position Details

Position Title Operations Officer			Position Number DBCA3120085
Level/Grade Level 3	Specified Calling N/A	Agreement PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	Effective Date 7 May 2024
Division Regional and Fire Management Services		Branch Wheatbelt Region	
Section Wheatbelt		Location Merredin	

2. Reporting Relationships

Position Title Regional Operations Manager	Level/Grade Level 6	Recruitment and Establishment Section Registered JDF 7 May 2024 		
↑				
Responsible to				
Position Title Operations Officer	Level/Grade Level 4	Other offices reporting directly to this office <table border="1" style="width: 100%;"> <tr> <td>Position title 2x Conservation Employee</td> <td>Level/ Grade AWU Level 2</td> </tr> </table>	Position title 2x Conservation Employee	Level/ Grade AWU Level 2
Position title 2x Conservation Employee	Level/ Grade AWU Level 2			
↑				
Responsible to				
This position				
↑				
Officers under direct responsibility				
Position Title Assistant Operations Officer	Level/Grade Level 1/2	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:

<p>Under the direction of the Operations Officer:</p> <ul style="list-style-type: none"> Participates in the implementation of management programs designed to conserve and regenerate threatened and declining flora and fauna, natural ecological communities and critical habitat in the Merredin area. Assists with the delivery of the region's Occupational Health and Safety (OHS) program. Assists with the preparation and implementation of recovery action management plans and projects. Liaises with community, 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 (10%)

1. Assists in determining the standards and techniques for implementing allocated works programs. Ensures all activities are compatible with the department's objectives and responsibilities
2. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations, circulars, policies and other relevant legislation.

REGIONAL OPERATIONS (50%)

3. Participates in the implementation of management programs designed to conserve and regenerate threatened and declining flora and fauna, natural ecological communities and critical habitat including undertaking specific conservation projects as required including pest animal control and weed control.
4. Assists with the coordination of works programs for Assistant Operations Officer, and contractors, and supervises and reports on quality of work performed. Recruits, trains and coordinates volunteers helping with threatened flora and fauna monitoring.
5. Communicates effectively, both verbally and written, with other regional and specialist staff to ensure best practice activities in the departmental programs. Prepares reports, enters and stores data and maintains records and databases.
6. Liaises with community groups, local government, other government agencies and private organisations on matters relating to the department's roles with lands managed by the region.
7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

HUMAN RESORCE MANAGEMENT (20%)

8. Assist with the supervision and development of those supervised and reports on works performed, ensuring training outcomes are prioritised and delivered.
9. Assist with the delivery of the regions OHS program.
10. Actively contributes as a team member. Leads staff when required. Assists in developing and implementing training to other staff.
11. Prepares and reviews job prescriptions and job safety analyses for works programs undertaken by Conservation Employees. Ensures safe and efficient work methods are used at all times.

FINANCIAL MANAGEMENT (10%)

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

GENERAL (10%)

14. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
15. Participates in departmental training and safety programs as directed.
16. Actively participates in departmental training and safety programs as directed.
17. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescues, or wildlife, as appropriate, and as directed by the Regional Manager.
18. Undertakes other duties as directed by the Regional 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. Knowledge of and experience in the operational delivery of natural land management or a closely related field or technical area, including understanding the threats to natural ecological communities and critical habitat for threatened flora and fauna species.
2. Some knowledge and experience in leading and managing teams, showing a high level of self-motivation and skills in organising and implementing works programs, scheduling work, setting and reviewing goals and controlling and reviewing progress, including experience with contractors and volunteers
3. Evidence of good interpersonal skills and experience in effective liaison with external organisations, including local authorities, private companies, other government agencies, stakeholders (including Aboriginals) and community interest groups and evidence of openness and honesty in all dealings including supervisors, work colleagues, customers and the general public.
4. Experience in contract management, budget preparation, control and expenditure of allocated work projects. Ability to show a conscientious approach to all issues and consistency in meeting project deadlines.

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

5. Good oral and written communication skills, including report writing and the ability to use computer software (including GIS) for data analysis, and database management.
6. Ability to respond to, and implement, changes in a responsible and positive manner.
7. Experience in effective leadership of teams, and in communicating and liaising with external organisations, stakeholders, the community, volunteers, and special interest groups including indigenous Australians.
8. Physically fit, able to pass the annual departmental 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.
9. Understanding of occupational, health and safety, and equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence.
11. Current 'MR' Class Driver's Licence. **(Desirable)**
12. Tertiary qualification in a discipline relevant to natural land management or equivalent qualification. **(Desirable)**
13. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations, and other legislation, awards, policies and instructions relevant to the department. **(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

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.	Personal computer equipment with database and word processing programs. GPS, GIS, Camera, 4WD vehicles, and general field 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/ 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 type="checkbox"/> Yes <input checked="" 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: