

Job Description Form

1. Position Details

Position Title Ranger			Position Number RIA3141078
Level/Grade Level 3	Specified Calling Level N/A	Agreement PSGA 2022	Effective Date 21 June 2024
Division Environment, Heritage and Park Services		Branch Environment, Heritage and Park Services	
Section Park Services		Location Rottnest Island (commuting)	

2. Reporting Relationships

Position Title Park Services Manager	Level/Grade Level 6	
↑		
Responsible to		Other offices reporting directly to this office
Position Title Senior Ranger	Level/Grade Level 4	Position title Ranger x 4
↑	←	Level/Grade 3
Responsible to		
This position		
↑		

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
N/A		

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 supervision of the Senior Ranger:

- Carries out programmed operational activities and field logistical support, to protect and enhance Rottnest Island's environment and facilities.
- Ensures compliance and delivers education in accordance with the *Rottnest Island Authority Act 1987* and *Rottnest Island Regulations 1988*.
- Assists with maintenance and servicing of facilities, visitor risk management, fauna management and handling, incident response, interpretive programs, pest species control and conservation programs as directed.

Contributes to and implements work programs consistent with departmental guidelines, policies and management plans.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Position Title Ranger			
Position No. RIA3141078	Level/Grade Level 3	Specified Calling Level N/A	Effective Date 21 June 2024

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 (%).

Public Interaction

1. Regularly patrols the Rottnest Island Reserve (marine and terrestrial) and performs compliance and enforcement duties in accordance with the *Rottnest Island Authority Act 1987* and *Rottnest Island Regulations 1988*.
2. Participates in the implementation of volunteer programs and stakeholder education and interpretive activities.
3. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
4. Liaises with visitors, other government agencies, tourism operators, volunteers and other stakeholders.

Operations

1. Undertakes and supervises operations in accordance with strategic works programs, management plans, guidelines, and other departmental requirements.
2. Implements visitor risk management practices, including inspections, documentation, and mitigation.
3. Contribute to various activities, policies and plans for the Rottnest Island Reserve.
4. Work in close collaboration with other Rangers for all duties to ensure effective coverage of the Rottnest Island Reserve.
5. Undertake a range of maintenance activities relating to park infrastructure.
6. Implement recording systems and collect visitor and natural resource monitoring data according to protocol
7. Implement conservation programs focused on pest species management, wildlife incident response and handling, coastal protection, and habitat rehabilitation.
8. Responsible for general administration, including compiling administrative account documentation, maintaining statistical information and regulatory permits.
9. Participates in emergency incident responses which may be related to wildlife, visitor injury, fires, private vessels or search and rescue, as appropriate, and as directed by the Senior Ranger and/or Fire and Emergency Services Coordinator or other lead agencies.
10. Other duties as required.

Staff

1. Supervises the work of contractors, trainees and volunteers where applicable, to the prescribed work standards.
2. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behavior as well as in dealings with others.

Other

1. Undertakes other duties as directed.

Position Title Ranger			
Position No. RIA3141078	Level/Grade Level 3	Specified Calling Level N/A	Effective Date 21 June 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 four (4) criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required.

Essential

1. Well-developed interpersonal and conflict resolution skills, particularly with regard to delivering compliance or education about regulatory requirements in high pressure situations.
2. Demonstrated competence in written and oral communication skills, including the ability to participate in reserve related public involvement, interpretive and educational activities, and proficiency in Microsoft word, the use of spreadsheets and database software.
3. Demonstrated experience in carrying out routine maintenance duties, including the use of hand tools, power tools and small engines within the area of natural resource management.
4. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.

The following essential criteria will be assessed at some stage during the selection process:

5. Able to obtain a first aid certificate and qualification in oxygen resuscitation.
6. Current unrestricted 'C' Class Driver's Licence.
7. Possess a coxswain's certificate or significant progression towards (Essential) or higher marine qualification (Desirable).

Desirable

8. Demonstrated experience in the identification and management of risk with understanding of occupational, health and safety, and equity and diversity principles and practices.
9. Experience reading and interpreting legislation.
10. Knowledge of recreational boating, boating practices and the boat charter industry.
11. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect and Excellence**.

Flexibility Requirement

- ✓ When not residing on island, must be capable of commuting to and from the Island on a regular basis and reside overnight on the island as rostered / required.
- ✓ Must be capable and willing to work rostered working arrangements including weekend and public holidays. Work hours will be posted on a fortnightly roster in advance.
- ✓ Must be capable and willing to carry an on-call phone if require and respond to afterhours call outs in a timely manner. An on-call roster will be prepared in advance.

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.

Position Title Ranger			
Position No. RIA3141078	Level/Grade Level 3	Specified Calling Level N/A	Effective Date 21 June 2024

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.


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		
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.			
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 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. 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.

Division Head	Executive Director
Signature: 	Signature:
Date: 17/01/2024	Date: