




# Job Description Form

## 1. Position Details

<b>Position Title</b> Technical Officer (50D)		<b>Position Number</b> DBCA3163561	
<b>Level/Grade</b> Level 2 or 3	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992 / PSCA 2022	<b>Effective Date</b> 31 July 2024
<b>Division</b> Biodiversity, Conservation and Science		<b>Branch</b> Marine Science Program	
<b>Section</b>		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Marine Science Program Leader	<b>Level/Grade</b> Level SCL4	Recruitment and Establishment Section  Registered JDF 14 August 2024								
↑										
<b>Responsible to</b>										
<b>Position Title</b> Senior Research Scientist	<b>Level/Grade</b> Level SCL3	<b>Other offices reporting directly to this office</b> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Position title</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Technical Officer</td> <td>L2</td> </tr> <tr> <td>Research Scientist</td> <td>SCL1</td> </tr> <tr> <td>Research Scientist</td> <td>SCL2</td> </tr> </tbody> </table>	Position title	Level	Technical Officer	L2	Research Scientist	SCL1	Research Scientist	SCL2
Position title	Level									
Technical Officer	L2									
Research Scientist	SCL1									
Research Scientist	SCL2									
↑										
<b>Responsible to</b>										
<b>This position</b>										
↑										

### Officers under *direct* responsibility

Position Title	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:

<p>Provides technical and field support for marine research, monitoring and science communication for the conservation of Western Australia’s marine biodiversity, with a particular focus on marine parks and reserves and the associated marine fauna.</p> <p>Assists with science communication to regional staff, joint management partners and Indigenous communities.</p> <p>This position offers development opportunities for Aboriginal people.</p>
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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 (%).

##### Research and Monitoring

1. Assists in the implementation of marine research and monitoring projects.
2. Plans and undertakes fieldwork for marine research and monitoring.
3. Undertakes sample and data processing and management.
4. Assists in the development of monitoring protocols and methods.
5. Maintains field and laboratory equipment.
6. Co-ordinates volunteers as required.

##### Advice and Communication

7. Assists in the communication and publication of science.
8. Contributes to developing communication products.
9. Provides technical advice on marine research and monitoring.
10. Liaises between DBCA and Aboriginal communities as required.
11. Attends and/or presents to Joint Management Boards and Aboriginal communities as required.

##### Other

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

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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 five criteria. These should be addressed in no more than two pages in total.

1. Under Section 50D of the *Equal Opportunity Act 1984*, Aboriginality is a genuine requirement of this position.
2. Demonstrated ability to work effectively in a team and show initiative. Ability and willingness to work in remote areas and to undertake travel for field work.
3. Knowledge (Level 2) or sound knowledge (Level 3) of the environment and experience (Level 2) or considerable experience (Level 3) assisting with research or monitoring (Essential) in the marine environment (Desirable).
4. Demonstrated (Level 2) or considerable (Level 3) knowledge and experience in collecting and processing scientific data.
5. Good (Level 2) or highly developed (Level 3) communication skills with an ability to liaise (Level 2) or experience in liaising (Level 3) with Aboriginal groups and other stakeholders.

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

6. Ability to participate in the delivery (Level 2) and development (Level 3) of communication products.
7. Demonstrated proficiency in word processing, spreadsheets (Level 2) and data management systems (Level 3).
8. Coxswain Grade 2 (Near Coastal) qualification or ability to obtain such qualification (Desirable).
9. Understanding of occupational, health and safety, and equity and diversity principles and practices.
10. Current 'C' Class Driver's License.
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.

## 6. Other


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<b>Position Status</b> Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" 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 ie 60% of full time hours.	1 FTE		
<b>Allowances and Special Conditions</b> 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:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<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> .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<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.

A/Branch/Division Head	Director General
<b>Signature:</b> 	<b>Signature:</b>
<b>Date:</b> 29/07/2024	<b>Date:</b>