



Job Description Form

Position Details

Position Title: Senior Technical Officer	Position Number: PA2445STO	Level: L4
Division: Biodiversity and Conservation Science	Branch: Species and Communities	Section: Biodiversity Knowledge
Employment Agreement: PSA1992, PSCA2024	Location: Kensington	Effective Date: 31 October 2024

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Integrity
Commitment to knowing and doing what is right



Collaboration
Commitment to team, partnership and the support of others



Accountability
Commitment to being transparent, taking ownership and personal responsibility



Respect
Commitment to the respect of people, culture and place



Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships

<table border="1" style="width: 100%;"> <tr> <td>Position Title TSC Database Coordinator</td> <td>Level/Grade L5</td> </tr> </table> <p style="text-align: center;">↑</p> <p>Responsible to</p> <div style="border: 2px solid orange; padding: 2px; display: inline-block;">This position</div> <p style="text-align: center;">↑</p>	Position Title TSC Database Coordinator	Level/Grade L5	←	<table border="1" style="width: 100%;"> <tr> <td>Position title 3x Technical Officer</td> <td>Level L2</td> </tr> </table>	Position title 3x Technical Officer	Level L2
Position Title TSC Database Coordinator	Level/Grade L5					
Position title 3x Technical Officer	Level L2					

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised

About the Role

This position contributes to the ongoing conservation and management of Western Australian biodiversity with emphasis on threatened species and ecological communities through undertaking technical and administrative roles relating to the Threatened Species and Ecological Communities Database.

Undertakes data curation for threatened species, ecological communities and/or wetlands and contributes to other processes as they arise. Liaises with Government agencies, local government, consultants, industry, and the public in relation to threatened species and ecological communities.

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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Responsibilities (indicate proportion of time on each function or duty as a % where applicable (note, responsibilities can be in dot point or numbered):

- Data interpretation, curation and management of complex spatial data in corporate datasets, including for threatened species, ecological communities and wetland databases.
- Assesses available evidence to support and undertake modifications to the Department’s corporate datasets, including threatened and priority ecological community spatial boundary mapping.
- Extraction, transformation and analysis of data from the threatened species and ecological communities databases, and provides technical advice to internal staff, other government agencies and external stakeholders as required.
- Preparation and interpretation of reports, publications, correspondence, maps and briefings regarding threatened species and ecological communities.
- Liaises with internal and external data collectors to facilitate ingestion of threatened species and ecological communities data into corporate databases.
- Supervision of staff, including work planning, prioritisation and training.
- Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
- Undertakes other duties as directed.

Selection Criteria

Applicants should address the following five criteria. These should be addressed in no more than three pages in total.

1. Knowledge of Western Australian threatened species and ecological communities and the impacts of management activities on biodiversity in Western Australia, with relevant experience (DESIRABLE) in biodiversity conservation and land management.
2. Substantial experience in collating and presenting, technical information relevant to biodiversity conservation and land management.
3. Well-developed interpersonal, verbal, and written communication skills, including the ability to effectively communicate to a range of audiences, including internal and external stakeholders and members of public.
4. High-level technical ability with databases, information technology and Geographic Information Systems (GIS), including digitisation and manipulation of spatial data.
5. Ability to work as part of a team and independently, showing a high level of self-motivation and organisational skills, and leading or managing (DESIRABLE) other staff.

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

6. Experience in the use of R, Python, Microsoft Power BI or other software for transformation and analysis of data (DESIRABLE).
7. Understanding of occupational health and safety, and equity and diversity principles and practices.

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- 8. Proven ability to work independently using discretion, initiative, problem solving and sound judgment, and the ability to plan and prioritise work to achieve quality outcomes.
- 9. A Bachelor of Science in a relevant discipline (biological, ecological or environmental science) with demonstrated application to biodiversity conservation (DESIRABLE).
- 10. 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).

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Personal Leadership](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FTE: 1
National Police Check <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No For more information refer to the department’s guidelines on National Police checks .	
Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

Verified by: Recruitment and Establishment

Recruitment and Establishment Section
Registered JDF
1 November 2024

