

Job Description Form

1. Position Details

Position Title Assistant Operations Officer			Position Number DBCA3028423
Level/Grade Level 1/2	Specified Calling N/A	Agreement PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	Effective Date 12 November 2024
Division Regional and Fire Management Services		Branch South West Region	
Section Wellington District		Location Collie	

2. Reporting Relationships

Position Title District Manager	Level/Grade Level 6 or 7	Recruitment and Establishment Section <i>Cbrown</i> Registered JDF 12 November 2024	
↑			
Responsible to	Other offices reporting directly to this office		
Position Title District Coordinator Conservation	Level/Grade Level 5	← Position title Conservation Officer Operations Officer - Conservation	Level/Grade SC Level 1 Level 3
↑			
Responsible to			
This position			
↑			
Officers under direct responsibility			
Position Title Nil	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:

Under immediate direction from the District Coordinator Conservation:

- Assists with the delivery of conservation, parks and visitor services, sustainable forest management and fire management programs within the South West region.
- Liaises with district and regional personnel as appropriate, to achieve the organisation and implementation of allocated works programs.

The position can operate across all the services within the district depending upon the development program engaged in and the operational needs of the district.

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 immediate direction of the District Coordinator Conservation:

PROJECT MANAGEMENT (50%)

1. Assists with the coordination, implementation, monitoring and review of an annual schedule of works in accordance with district and / or regional operations plans which may include:
 - controlling invasive species (weeds, feral animals and diseases) and other threatening processes;
 - managing, monitoring, recovery and reporting of threatened flora, fauna and ecological communities;
 - preparing and implementing revegetation programs;
 - managing inappropriate use of conservation reserves and crown land by the activities of members of the public, utilities and other development proponents;
 - creating and delivering interpretative signage, displays and programs;
 - organising community education opportunities and media liaison associated with the outcome of projects;
 - planning and delivering annual Fire Management Services mitigation works including maintenance of roads and firebreaks, maintenance and upgrade of water points, and burn boundary preparation; and
2. Ensures all environmental, safety and works standards are implemented in the projects being undertaken.
3. Contributes to effective Visitor Risk Management.
4. Supervises Conservation Employees, contractors and volunteers as required.
5. Assumes an allocated role in an Incident Management Team. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
6. Prepares prescriptions for the implementation of annual burning programs. Provides input into prescriptions for the implementation of annual burning programs

ADMINISTRATION (10%)

7. Controls the progress and cost of works within allocated areas of responsibility.
8. Prepares reports and correspondence dealing with field management operations, as required.
9. Ensures all operations undertaken are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016*, the *Bush Fires Act 1954*, associated regulations, other relevant legislation, circulars, management plans and policies.

LIAISON (5%)

10. Liaises with other staff in the department, other local and government agencies and members of the public, including neighbours and indigenous and special interest groups as required, to ensure the effective delivery of departmental service objectives.
11. Liaises with researchers and assist with research data collection, as directed.
12. Provides information, advice and support to Service Coordinators and district / regional management team members in matters relating to field management operations.

GENERAL (10%)

13. Maintains office procedures and records and allocated equipment and vehicles to acceptable standards.
14. Represents the department at meetings with local authorities, other government agencies, community groups, indigenous and special interest groups, as required.
15. 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.
16. Participates in development opportunities across all service programs of the region as directed.
17. Undertakes other duties as directed by the Regional Manager / 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 four criteria. These should be addressed in no more than four pages in total.

1. Some knowledge (Level 1) and experience (Level 2) in working in natural land management *or* a closely related field *or* a related technical area, with a preference for some experience in conservation and parks and visitor services with knowledge of conservation and other land management issues.
2. Broad understanding of the issues involved in planning and implementing works programs.
3. Evidence of sound effective interpersonal, oral and written communication skills, with an ability and willingness to work closely with community and special interest groups.
4. Some proficiency in computer skills for word processing, spreadsheets and data processing with a preference for knowledge and experience with GPS and GIS applications.

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

5. Ability to work collaboratively as part of a team and independently; show a high level of self-motivation, and willingness to travel, work away from home and camp when required.
6. Demonstrated physically fit and able to pass the 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.
7. Understanding of work, health and safety, and equity and diversity principles and practices.
8. Current 'C' Class Driver's Licence.
9. Tertiary qualification in a suitable natural science, land management or environmental science field. **(Desirable)**
10. Some knowledge of the principles involved in developing and monitoring budgets. **(Desirable)**
11. Some understanding of the *Conservation and Land Management Act 1984*, *Biodiversity Act 2016*, *Bush Fires Act 1954* and associated regulations. **(Desirable)**
12. Current Senior First Aid certificate. **(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.

13. 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 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 checked="" type="checkbox"/> Other - Please specify below: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal Computer, 4WD Vehicle, GPS, general field equipment, VHF radio.		
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 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. 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: