



# Job Description Form

## 1. Position Details

|  |                                 |  |   |
|--|---------------------------------|--|---|
| <b>Position Title</b><br>Ranger                          |                                 |  | <b>Position Number</b><br>DBCA3134578     |
| <b>Level/Grade</b><br>Grade1 or 2                        | <b>Specified Calling</b><br>N/A | <b>Agreement</b><br>Rangers Award/RNPGA 2022, United Voice<br>Fire Service Provisions Agreement 2014 | <b>Effective Date</b><br>17 December 2024 |
| <b>Division</b><br>Regional and Fire Management Services |                                 | <b>Branch</b><br>Midwest Region  |   |
| <b>Section</b><br>Turquoise Coast District               |                                 | <b>Location</b><br>Cervantes Work Centre/ National Parks in Turquoise<br>Coast District              |   |

## 2. Reporting Relationships

|   |  |                               |   |   |
|---|--|-------------------------------|---|---|
| <b>Position Title</b><br>District PVS Coordinator       |  | <b>Level/Grade</b><br>Level 5 | Recruitment and Establishment Section<br>Registered JDF<br><i>C. B.</i><br>17 December 2024 |   |
| ↑<br><b>Responsible to</b>                              |  |                               | <b>Other offices reporting directly to this office</b>                                      |   |
| <b>Position Title</b><br>Senior Ranger                  |  | <b>Level/Grade</b><br>Grade 3 | ⇐   | <b>Position title</b><br>4 x Ranger<br>2 x Rangers Assistant<br>Conservation Employee |
| ↑<br><b>Responsible to</b>                              |  |                               | <b>Level/ Grade</b><br>Grade 1 or 2<br>RA1<br>AWU Level 2                                   |   |
| <b>This position</b>                                    |  |                               |   |   |
| ↑<br><b>Officers under <i>direct</i> responsibility</b> |  |                               |   |   |
| <b>Position Title</b><br>Nil                            |  | <b>Level/Grade</b>            | <b>Approx. no. FTEs supervised</b>  |   |

## 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 direction of the Senior Ranger:

- Carries out programmed operational activities and field logistical support in National Parks in the Turquoise Coast District; including maintenance and servicing of facilities, visitor control, and the delivery of conservation programs and parks and visitor services projects as directed.
- Assists with fire, feral animal, weed and interpretative programs.
- Monitors park fee collection and participates in other promotional activities for the National Parks.
- Assists in the development of new recreational precincts.
- Implements works programs consistent with departmental guidelines, policies and management plans.

This position offers development opportunities for Aboriginal people with preference given to Yued community members or approved Yued applicants.

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

|                                    |                                    |                                 |   |
|------------------------------------|------------------------------------|---------------------------------|---|
| <b>Position Title</b><br>Ranger    |                                    |                                 |   |
| OFFICIAL                           |                                    |                                 |   |
| <b>Position No.</b><br>DBCA3134578 | <b>Level/Grade</b><br>Grade 1 or 2 | <b>Specified Calling</b><br>N/A | <b>Effective Date</b><br>17 December 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 (%).

Under the immediate direction of the Senior Ranger:

### OPERATIONS (50%)

1. Undertakes and supervises operations outlined in the parks and visitor services program and conservation services strategic operations plans in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

- contributing to short-term park planning activities;
- undertaking fabrication, maintenance and installation of visitor facilities and infrastructure, including painting, carpentry, metal fabrication, cleaning and minor maintenance to roads;
- undertaking maintenance of park visitor services infrastructure, including litter control and waste management;
- implementing recording systems and collecting visitor and natural resource monitoring data according to protocol; and
- implementing environmental programs, including the Western Shield program, other feral animal control, rehabilitation of degraded areas and monitoring of endemic species and communities.

### STAFF (20%)

2. Supervises the work of maintenance workers, trainees, volunteers and contractors, where applicable, to the prescribed work standard, including rostering, induction, training, mentoring, performance management and safety and occupational health.
3. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as in dealings with those listed in 2 above.

### PUBLIC INTERACTION (15%)

4. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
5. Liaises with visitors, park council members, commercial tourism operators, other government agencies, local government authorities, private landholders, community groups, indigenous organizations and other stakeholders.
6. Assists in the preparation and delivery of interpretative and educational material.
7. Participates in the implementation of community education and interpretative activities.
8. Arranges and participates in public involvement activities, including consultation and education relating to management plans and other planning documents and strategies.
9. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1986*, the *Biodiversity Conservation Act 2016* and associated regulations, as required.
10. Responsible for the management and mitigation of visitor risk.

### GENERAL (15%)

11. Ensures that fees and all other collected monies are accounted for in accordance with the *Financial Management Act 2006*.
12. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
13. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
14. 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.
15. Other duties as required by the Senior Ranger.

|  |                                    |                                 |   |
|--|------------------------------------|---------------------------------|---|
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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 three pages in total.

1. Under Section 50d of the *Equal Opportunity Act 1984*, Aboriginality is a genuine requirement for this position with preference given to Yued community members or approved Yued applicants.
2. Evidence of good interpersonal skills with an ability for (Grade 1) or experience in (Grade 2) liaison with the public, commercial tourism operators, community groups, Indigenous groups and other stakeholders.
3. Demonstrated ability to work effectively in a team, show initiative and to work unsupervised.
4. Ability to (Grade 1) or demonstrated experience in (Grade 2) construction and maintenance, carrying out routine maintenance duties, including the use of hand tools, power tools, chainsaws and small engines.

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

5. Physically fit, must be able to pass the departmental fire fitness test; able and willing to work in remote areas, 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.
6. Demonstrated competence in written and oral communication skills, including the ability to participate in the delivery (Grade 1) and development (Grade 2) of park related public involvement, interpretative and educational activities, and ability to be proficient (Grade 1) or demonstrate proficiency (Grade 2) in word processing, and the use of spreadsheets and database software.
7. Ability to participate in (Grade 1) and implement (Grade 2) operational plans and works programs associated with visitor management and natural resource management, including an awareness of the principles and practices of Visitor Risk Management.
8. Willing and able to acquire Certificate II (Grade 1) or Certificate III (Grade 2) in Conservation and Ecosystem Management or have an equivalent qualification or experience.
9. Understanding of work, health and safety, equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence.
11. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and associated regulations, in particular in relation to compliance management. (**Desirable**)
12. Possession of 'MR' Class Driver's Licence. (**Desirable**)
13. Demonstrated competence in the coordination and supervision of volunteers. (**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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| OFFICIAL                           |                                    |                                 |   |
| <b>Position No.</b><br>DBCA3134578 | <b>Level/Grade</b><br>Grade 1 or 2 | <b>Specified Calling</b><br>N/A | <b>Effective Date</b><br>17 December 2024 |

## 6. Other

|   |   |  |
|---|---|--|
| <b>Position Status</b><br>Does the position form part of the permanent structure?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| <b>Full Time Equivalent (FTE)</b><br>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   |  |
| <b>Allowances and Special Conditions</b><br>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 checked="" type="checkbox"/> No Fixed Hours (Rangers only)                      |
|   | <input checked="" type="checkbox"/> Ranger Leave (Rangers only)   | <input checked="" type="checkbox"/> Other - Please specify below:<br>Fire Availability |
| <b>Specialised Equipment Operated</b><br>Specify type of equipment e.g. 4WD.  | 4WD, Chainsaw, hand tools, fire-fighting equipment, GPS, trucks, tractor, powered boat, rifles, computer, cash register, electronic fund transfer equipment |  |
| <b>Working With Children</b><br>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> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| <b>National Police Check</b><br>Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  |

|   |        |
|---|--------|
| <b>PEOPLE SERVICES BRANCH USE ONLY</b><br>ANZSCO Code | 234314 |
|---|--------|

## 7. Certification

The details contained in this document are an accurate reflection of position.

| Branch/Division Head | Director General |
|----------------------|------------------|
| Signature:           | Signature:       |
| Date:                | Date:            |