

Job Description Form

Position Details

Position Title: Operations Officer	Position Number: DBCA3164240	Level: Level 3
Division: Regional and Fire Management Services	Branch: Midwest Region	Section: Gascoyne District
Employment Agreement: PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	Location: Denham – Shark Bay Parks	Effective Date: 15 November 2024

Our Values

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



Reporting Relationships

Position Title Senior Ranger	Level/Grade Grade 3	←	Position title 3 x Ranger	Level/ Grade Grade 1 or 2
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
3 x Rangers Assistant 50d	RA1	Nil

About the Role

Under the direction of the Senior Ranger:

- Responsible for the development, organisation and implementation of works programs, projects and activities across the Shark Bay Parks in the Gascoyne district with a focus on the Francois Peron National Park, the Dirk Hartog Island National Park, the Edel Land (proposed) National Park, the Nanga (proposed), National Park and the Yaringa Nature Reserve facilitating Malgana Aboriginal Ranger Assistants in park management.
- Supervises, organises and mentors Malgana Aboriginal Ranger Assistants to undertake these works.

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

Under the direction of the Senior Ranger:

SERVICES DELIVERY (10%)

1. Assists in determining the standards and techniques for implementing the works programs. Ensures all activities are compatible with the department's objectives and responsibilities.
2. Assists with the co-ordination of the annual works program with respect to management plan priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Bush Fires Act 1954*, circulars, guidelines, policies and other relevant legislation.

FIELD OPERATIONS (40%)

4. Participates in daily operational works, planning up to 12 months ahead to meet targets. Develops periodic works programs and monitors and reports on these.
5. Undertakes and supervises Ranger Assistants in field operations works programs; these include conservation activities, fencing, rehabilitation of disturbed or degraded lands, weed eradication, native fauna management, and feral animal control.
6. Develops and maintains infrastructure, maintains equipment, and coordinates site maintenance, and service programs. Supervises project works, including visitor infrastructure projects as required.
7. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
8. Communicates effectively, both verbally and written, with other regional and specialist staff to ensure best practice activities.
9. Fosters strong and culturally sensitive working relationships with the Malgana Traditional Owner partners.
10. Participates in community and visitor education for the Shark Bay Parks including cultural programs that involve connection to culture and country, interpretation, education, awareness and training.
11. Liaises and maintains networks with departmental staff where interdependencies exist within the organisation.

HUMAN RESOURCES AND FINANCIAL MANAGEMENT (40%)

12. Supervises the work of Ranger Assistants, Volunteers, and Contractors, where applicable, to the prescribed work standards., including rostering, induction, training, mentoring, and performance management. Actively contributes as a team member.
13. Provides leadership and targeted mentoring of the Malgana Ranger Assistants for succession planning within the Joint Management program.
14. Works in close collaboration with the Regional Trainer to ensure that works programs and training for the Malgana Ranger Assistants are linked where possible.
15. Ensures safety is adhered to and processes and procedures are reviewed and improved on a regular basis, having regard for *Work, Health and Safety Act 2020*, public liability, departmental risk factors and relevant Acts and regulations.
16. Assists with the preparation of financial estimates for the delivery of operations.
17. Monitors budgets and expenditure for Shark Bay Parks, ensures cost effectiveness of works and arranges payment of accounts.

GENERAL (10%)

18. Participates in departmental training and safety programs as directed.
19. 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.
20. Undertakes other duties as directed by the District Manager.

Selection Criteria

Applicants should address the following 5 criteria. These should be addressed in no more than 4 pages in total.

1. Some experience in natural resource management, including land management and planning; with a preference for someone with knowledge of nature conservation, cultural heritage and recreational facility delivery issues.
2. Evidence of good interpersonal and oral communication skills with experience in liaising with external organisations; including other government agencies, community, and special interest groups, plus an ability

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and willingness to work with traditional owners to deliver native title aspirations and goals through joint management, cooperation or collaborative arrangements.

3. Some knowledge and experience of working effectively as part of a team and independently; showing a high level of self-motivation, and skills in organising and implementing works programs.
4. Demonstrated ability to supervise others, identify training needs and promote an environment of continuous learning.
5. Willingness and ability to travel and work away from home, and prepare for and camp in remote locations, for up to 25% of the work time when required.

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

6. Good written report writing skills and the ability to use computer software for data analysis and database management.
7. Experience in project development, budget preparation, control and expenditure of allocated work projects.
8. Demonstrated physically fit and able to pass the department's field 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, including outside normal hours of work.
9. Understanding of work, health and safety, equity and diversity principles and practices.
10. Tertiary qualification in a discipline relevant to natural resource management or equivalent qualification. **(Desirable).**
11. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, the *Bush Fires Act 1954*, and associated regulations. **(Desirable).**

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

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

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FTE: 1
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Corporate firearms 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current 'C' Class Driver's Licence, with a preference for an 'MR' Class Driver's Licence. 4WD Vehicle, ATVs MR licensed tipper truck, skid steer loader, controlled waste pumping unit.
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Working with Children <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> District Allowance <input checked="" type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input checked="" type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input checked="" type="checkbox"/> Other (Please specify) Camping, Fre Availability

Certification

Verified by: Recruitment and Establishment

Recruitment and Establishment Section
Registered JDF
18 November 2024

