Department of **Biodiversity, Conservation and Attractions**

GOVERNMENT OF WESTERN AUSTRALIA

PARKS AND WILDLIFE SERVICE

Job Description Form

1. Position Details

Position Title			**Position Number**
Senior Ranger – Gascoyne District			DBCA3029378
Level/Grade	**Specified Calling**	**Agreement**	**Effective Date**
Grade 3	N/A	Rangers Award/RNPGA 2022, United Voice Fire Services Provisions Agreement 2014	28 January 2025

Division	**Branch**
Regional and Fire Management Services	Midwest
Section	**Location**
Gascoyne District	Denham

2. Reporting Relationships

Recruitment and Establishment Section
Registered JDF
28 January 2025

Position Title	**Level/Grade**
District Manager	Level 6 or 7

⇧

Responsible to

Position Title	**Level/Grade**
Operations Manager	Level 6

⇧

Responsible to

This position

⇧

Other offices reporting directly to this office

Position title	**Level/ Grade**
Senior Ranger Gascoyne Junction Work Centre	Grade 3
2 x Senior Rangers Yulga Jinna Work Centre / Collier Range (Gulali) National Park / Jilgu (proposed) National Park (Ex Walburg).	Grade 3 or 4
2 x Senior Rangers Mount Augustus National Park and Burringurrah.	Grade 4
Mobile Ranger	Grade 2
Operations Officer Gascoyne Junction Parks	Level 4

Officers under *direct* responsibility

Position Title	**Level/Grade**	**Approx. no. FTEs supervised**
3 x Rangers	Grade 1 or 2	Nil
1 x Operations Officer	Level 3	3

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 general direction of the Operations Manager.
Responsible for the overall management and leadership of depots/work centres in the Shark Bay Parks areas in the Gascoyne District, including:

- Developing, organising, and implementing works programs, projects and activities across jointly managed parks in the Gascoyne District with a focus on Wulyibidi (Francois Peron) National Park, and Wirruwana (Dirk Hartog Island) National Park and facilitating Rangers, Operations Officers and Malgana Ranger Assistants in park management.
- Ensuring that all programs, projects, and activities are developed in consultation with the Districts Parks and Visitor Services, Conservation and Joint Management leadership teams; and
- Supervising, work centre staff and contractors, organising and mentoring Rangers, Operations Officers and Aboriginal Ranger Assistants with a focus on the Shark Bay Parks tenures.
- Assumes a leadership role for compliance and enforcement issues in the area.
- Organises and implements works programs relating to conservation reserve management.

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 the direction of the Operations Manager:

OPERATIONS (60%)

1. Leads and supervises operations as outlined in the Parks and Visitor Services program and conservation services strategic operations plans for the Shark Bay Parks National Parks and Reserves in the Gascoyne District under joint management with the Malgana Aboriginal Corporation in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements to protect natural and cultural values and enhance visitor experiences.

These include:

2. Contributing to longer term park planning activities.
3. Undertaking conservation activities including fencing maintenance, rehabilitation of disturbed or degraded lands, weed eradication, native fauna management, and feral animal control.
4. Developing and maintaining infrastructure, maintaining equipment, coordinating site maintenance, and servicing programs for the Shark Bay Parks areas and other parks in the Gascoyne District as required.
5. Supervising project works, including visitor infrastructure projects as required.
6. Identifying hazards and the mitigation of risks for visitors in accordance with Visitor Risk Management procedures.
7. Participating in fire management activities that contribute to bushfire suppression and controlled burning operations commensurate with capability, capacity, training and level of experience.
8. Undertaking patrols via 4WD vehicle and ATVs for the purpose of raising public understanding of regulations, compliance monitoring and enforcement.
   Implementing recording systems and collecting visitor and natural resource monitoring data according to protocol.

PUBLIC ENGAGEMENT (20%)

9. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
10. Fosters strong working relationships with Malgana Traditional Owner Joint Management partners and other Traditional Owner partners across the Gascoyne District.
11. Liaises with visitors, local government, commercial tourism operators, community groups, other government agencies, World Heritage committees, other stakeholders and emergency services.
12. Coordinates community and visitor education for the Shark Bay Parks National Parks and Reserves and other parks in the Gascoyne District including cultural programs that include connection to culture and country, interpretation, education, awareness, and training. Assists with the preparation and delivery of interpretive and community educational programs and material.
13. Coordinates and participates in the implementation of volunteer programs.
14. Arranges and participates in public involvement activities, including consultation and education relating to the development and implementation of management plans and other planning documents and strategies.
15. Performs compliance and enforcement duties in accordance with the *Conservation and Land Management Act 1984, Biodiversity Conservation Act 2016* and associated regulations.

STAFF (10%)

16. Supervises the work of Rangers, Ranger Assistants, Operations Officers, Volunteers, and Contractors where applicable to the prescribed standard, including rostering, induction, training, mentoring, performance management, work, health and safety. Undertakes training and accreditation of staff and Rangers, Operations Officers and Ranger Assistants, as required
17. Provides leadership and the targeted mentoring of Malgana people for succession planning within the Joint Management program.
18. 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 16 and 17 above.

GENERAL (10%)

19. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information and budget management at the work centre.
20. Responsible for the management and mitigation of visitor risk and maintenance of Visitor Risk Management requirements across the reserve and its surrounding environment
21. Ensures that fees and all collected monies are accounted for in accordance with the *Financial Management Act 2006*.
22. Participates in emergency incident responses which may be related to, bushfires, search and rescue, or wildlife, as appropriate, and as directed by the District Manager.
23. Other duties as directed by the District Manager.

5. Selection Criteria

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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. Experience in leading, supervising and managing teams, empowering individuals to work with confidence, encouraging a strong teamwork culture and working independently to deliver agreed outcomes and priorities within a Traditional Owner Joint Management environment.
2. Evidence of well - developed oral and interpersonal skills and considerable experience in building and maintaining networks; liaising with the public, commercial tourism operators, community groups, special interest groups (including indigenous groups) and other stakeholders; and in patrol and enforcement procedures.
3. Ability and willingness to work with Traditional Owners to deliver native title aspirations and goals through Joint Management, cooperation, or collaborative arrangements.
4. Experience and knowledge of implementing operational plans and works programs including budget management, associated with visitor management and natural resource management, having regard to the threatening processes affecting native flora and fauna and experience with infrastructure development and maintenance.

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

5. Demonstrated proficiency in written communication and computer operation skills, including word processing, spreadsheets, and database software with a preference for experience in using departmental databases such as RATIS, RECDATA, VRM, FLORABASE.
6. Physically fit, able and willing to participate in fire and other emergencies, must be able to pass the Department's 'operational' fire fitness test and competent in fire management including prescribed burns and fire suppression commensurate with capability, capacity, training and level of experience.
7. Experience in developing and participating in the delivery of, interpretative and educational programs.
8. Tertiary qualification in natural resource management or willing and able to acquire Certificate IV in Conservation and Ecosystem Management, or an equivalent qualification or experience.
9. Understanding of work, health and safety, equity and diversity principles and practices.
10. Current '*C' Class* Driver's License, with a preference for an '*MR' Class* Driver's License.
11. Working 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. Be willing and available for remote area camping deployment.

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** 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.

6. Other

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Position Status Does the position form part of the permanent structure?	☒ Yes ☐ 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 i.e. 60% of full time hours.	1	
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	☒ District Allowance	☒ North West Leave
	☒ Air Conditioning	☒ No Fixed Hours (Rangers only)
	☒ Ranger Leave (Rangers only)	☒ Other - Please specify below: Fire Availability, Annual ARL airfare (return to Perth)
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD vehicle, ATVs Power tools, firefighting equipment, small machinery, chainsaws, corporate firearms, computer, satellite phone, digital camera, GPS, radios (VHF and UHF, solid waste pump) and automated traffic counters	
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/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	☒ Yes ☐ No	
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate. For more information refer to the department's guidelines on National Police checks.	☒ Yes ☐ No	

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	231314

7. Certification

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

Branch/Division Head	Director General
Signature:	**Signature:**
Date:	**Date:**