Department of **Biodiversity, Conservation and Attractions**

GOVERNMENT OF WESTERN AUSTRALIA

PARKS AND WILDLIFE SERVICE

Job Description Form

1. Position Details

Position Title Senior Ranger			**Position Number** DBCA3159580
Level/Grade Grade 3 or 4	**Specified Calling** N/A	**Agreement** Rangers Award / RNPGA 2022, United Voice Fire Services Provisions Agreement 2014	**Effective Date** 26 March 2025
Division Regional and Fire Management Services		**Branch** Midwest Region	
Section Gascoyne District		**Location** Yulga Jinna work centre, Jilgu National Park (ex Waldburg station) and Gulali National Park (Collier Range National Park).	

2. Reporting Relationships

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

Recruitment and Establishment Section
Registered JDF
26 March 2025

⇧

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 WorkCentre	Grade 3
Operations Officer Gascoyne Junction WorkCentre	Level 4
Senior Ranger Yulga Jinna WorkCentre	Grade 3 (if Grade 3 appointed)
2 x Senior Rangers Mount Augustus / Burringurrah WorkCentre	Grade 4
Mobile Ranger Gascoyne District	Grade 1 / 2
2 x Senior Rangers Gascoyne District (mentoring)	Grade 4

Officers under *direct* responsibility

Position Title	**Level/Grade**	**Approx. no. FTEs supervised.**
Senior Ranger Yulga Jinna (if Grade 4 appointed)	Grade 3	Nil
1 x Ranger 50d	Grade 1	Nil
3 x Trainee Rangers 50d	RA1	Nil

3. Role and Scope

Under the direction (Grade 3) or general direction (Grade 4) of the Operations Manager:

Responsible for the overall management and leadership of the Yulga Jinna work centre in the Gascoyne District, including:

- developing, organising and implementing works programs, projects and activities across the Yulga Jinna work centre, Jilgu National Park (ex Waldburg station) and Gulali National Park (Collier Range National Park) and facilitating the involvement of Jidi Jidi Aboriginal Rangers and Rangers Assistants in park management;
- ensuring that all programs, projects and activities are developed in consultation with District Parks and Visitor Services, Nature Conservation and Joint Management leaderships teams; and
- supervising work centre staff and contractors, organising and mentoring Aboriginal Rangers, Rangers Assistants with a focus on the Yulga Jinna work centre, Gulali National Park (Collier Range National Park) and the Jilgu (proposed) National Park (Ex-Waldburg Station).
- Assumes a leadership role for compliance and enforcement issues in the area.
- Organises and implements works programs, relating to conservation and 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 (Grade 3) or general direction (Grade 4) of the Operations Manager:

OPERATIONS (60%)

1. On a rotating shift basis with another Senior Ranger, leads and supervises operations outlined in the Parks and Visitor Services program and conservation services strategic operations plans at the Yulga Jinna work centre, Gulali National Park (Collier Range National Park), and the Jilgu (proposed) National park (Ex-Waldburg station) and other parks in the Gascoyne District 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 short/medium 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 Yulga Jinna work centre, Gulali National Park (Collier Range National Park), Jilgu (proposed) National Park (Ex-Waldburg Station) and other parks in the Gascoyne District as required.
5. Supervising project works, including visitor infrastructure projects as required.
6. Identifying hazards and mitigation of risks for visitors in accordance with Visitor Risk Management procedures.
7. Participating in fire management activities that contribute to bushfire suppression and prescribed 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.
9. Implementing recording systems and collecting visitor and natural resource monitoring data according to protocol.
10. Assisting in the preparation of budgets for the national park's works programs and monitoring expenditure and reporting on performance and outcomes (Grade 4).

PUBLIC INTERACTION (20%)

11. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies. Maintains networks and liaises with neighbours, visitors, other government agencies, local government, commercial tourism operators, community groups and other stakeholders.
12. Fosters strong working relationships with Jidi Jidi Aboriginal Corporation (JJAC) Traditional Owners and other Traditional Owners across the Gascoyne District.
13. Coordinates community and visitor education for the Yulga Jinna work centre, Gulali National Park (Collier Range National Park), and the Jilgu (proposed) National Park (Ex-Waldburg Station) 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.
14. Coordinates and participates in the implementation of volunteer programs.
15. 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.
16. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984, Biodiversity Conservation Act 2016*, as required.

STAFF (10%)

17. Supervises the work of staff, rangers, volunteers, and contractors, where applicable to the prescribed work standard, including rostering, induction, training, mentoring, performance management and occupational health and safety. Undertakes training and accreditation of staff and Aboriginal Rangers and Ranger's assistants, as required.
18. Provides leadership and targeted mentoring of Jidi Jidi people for succession planning within the Joint Management program.
19. Maintains *Public Sector Management Act 1994* requirements including standards and regulations regarding personal behaviour, as well as in dealings with those listed in 16 and 17 above.

GENERAL (10%)

20. Responsible for general administration, including compiling and completing administrative account documentation, maintaining statistical information.
21. Responsible for the management and mitigation of visitor risk and maintenance of Visitor Risk Management requirements across the reserve and its surrounding environment
22. Ensures that fees and other collected monies are accounted for, in accordance with the *Financial Management Act 2006*.
23. Participates in development programs to achieve Certificates in Conservation and Ecosystem Management.
24. 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.
25. Undertakes duties as directed by the District Manager.

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 4 criteria. These should be addressed in no more than 4 pages in total.

1. Experience (Grade 3) or considerable experience (Grade 4) 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 (Grade 3) or excellent (Grade 4) 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 (Grade 3) or considerable experience and knowledge (Grade 4) 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, 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. Experience in administering budgets and monitoring expenditure (Grade 4).
9. Willingness and able to acquire Certificate IV in Conservation and Ecosystem Management or an equivalent qualification or experience (Grade 3) or tertiary qualification in natural resource management or equivalent experience (Grade 4).
10. Understanding of work, health and safety, equity and diversity principles and practices.
11. Current '*C' Class* Driver's License, with a preference for an '*MR' Class* Driver's License.
12. Knowledge (Grade 3) or working knowledge (Grade 4) of the *Conservation and Land Management Act 1984, Biodiversity Conservation Act 2016* and associated regulations, in particular in relation to compliance management. (**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?	☒ Yes ☐ No 3-month initial probation period	
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
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD vehicle, ATVs Power tools, firefighting equipment, Corporate firearms, computer, satellite phone, digital camera, GPS, radios (VHF and UHF), 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	234314

7. Certification

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

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