



# Job Description Form

## Position Details

<b>Position Title:</b> Regional Leader Parks and Visitor Services	<b>Position Number:</b> DBCA1649954	<b>Level:</b> Level 5 or 6
<b>Division:</b> Regional and Fire Management Services	<b>Branch:</b> Goldfields Region	<b>Section:</b>
<b>Employment Agreement:</b> PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	<b>Location:</b> Kalgoorlie	<b>Effective Date:</b> 26 June 2025

## Our Values

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



## Reporting Relationships

<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 8	↔	<b>Position title</b> Regional Leader, Fire Management Regional Leader, Conservation Regional Leader, Joint Management Joint Management Coordinator Operations Officer Business Manager	<b>Level</b> Level 5 or 6 Level 6 or 7 Level 6 or 7 Level 5 or 6 Level 4 or 5 Level 5
<b>Responsible to</b> <b>This position</b>				

### Officers under *direct* responsibility

<b>Position Title</b> Operations Officer – PVS Operations Officer	<b>Level/Grade</b> Level 4 Level 3	<b>Approx. no. FTEs supervised</b> Nil Nil
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## About the Role

Under the limited (Level 5) or minimal (Level 6) direction of the Regional Manager:

- Leads and coordinates the planned development and delivery of the department's parks and visitor services in the Goldfields Region, including the regional communications strategy

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

## Responsibilities

Under the limited (Level 5) or minimal (Level 6) direction the Regional Manager:

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**SERVICE COORDINATION AND PLANNING (20%)**

1. In liaison with the Regional Manager plans, coordinates and undertakes operations and projects associated with the provision of the parks and visitor services in the Region. Monitors the quality of the service and ensures work undertaken is consistent with parks and visitor services priorities.
2. Coordinates and collates estimates for the annual regional budget for parks and visitor services. Liaises with the Regional Manager to ensure outcomes expected are delivered as per service expectations. Assists (Level 5) or leads (Level 6) the development of service priorities and regional budget control strategies. Monitors relevant budgets and collates progress reports as required.
3. Develops and coordinates regional communications and information systems relevant to the service.

**STRATEGIC AND STATUTORY PLANNING (10%)**

4. Leads planning teams and contributes to the preparation of departmental management plans and regional strategic plans. Participates in (Level 5) or leads (Level 6) public participation activities associated with regional or departmental planning processes.

**COMMUNICATION, LIAISON AND PUBLIC ENGAGEMENT (25%)**

5. Provides political briefing notes and drafts answers to parliamentary and ministerial questions relevant to parks and visitor services activities and programs.
6. Leads the region's communications that relate to parks and visitor services activities and programs, with the public, local authorities, other government departments and community groups within the region.
7. Liaises extensively with the Regional Manager and service representatives, departmental specialist branches, external stakeholders, and other land managers. Applies and adapts specialist advice to regional conditions.
8. Promotes effective public relations and communicates the department's mission and goals to key stakeholders, the media and the community. Represents the department on regional (Level 5) or departmental (Level 6) committees at meetings and media interactions.

**MANAGEMENT AND ADMINISTRATION (25%)**

9. Supervises staff and coordinates training, staff development and performance management, as appropriate. Sets and supervises work standards. Implements training programs. Implements the provisions of employment contracts. Assists with (Level 5) or contributes to (Level 6) staffing and employment strategies within the region.
10. Develops external funding applications, contracts and consultancies relevant to parks and visitor services activities within regional and departmental programs.
11. Ensures all works are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, associated regulations, policy statements, relevant circulars, manuals, management plans, interim guidelines, recovery plans. Advises on policy matters associated with the service.

**GENERAL (20%)**

12. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
13. 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 Regional Manager.
14. Carries out regional projects as required by the Regional Manager.
15. Carries out other duties as required by the Regional Manager.

**Selection Criteria**

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

1. Demonstrated (**Level 5**) or considerable (**Level 6**) experience in the provision of visitor services and communications associated with the natural environment, in developing and implementing related

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operational plans, management plans and strategies, and having familiarity with the principles of planning and ecologically sustainable development.

2. Demonstrated (**Level 5**) or considerable (**Level 6**) experience and competence in financial management and other management and communication systems, including project management, risk management and information technology.
3. Demonstrated (**Level 5**) or considerable (**Level 6**) experience in effective management and leadership of teams, and in negotiating, communicating and liaising with the community, media, and special interest groups including Traditional Owners.

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

4. Well developed (**Level 5**) or highly developed (**Level 6**) oral and written communication skills including the ability to respond to (**Level 5**) or analyse, resolve and respond to (**Level 6**) complex and detailed issues and effectively communicate, at a range of levels, with community organisations, stakeholder groups and the media.
5. 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 with a preference for someone with a working knowledge of fire management processes and operational aspects of bushfire suppression and prescribed burning.
6. Understanding of work, health and safety, equity and diversity principles and practices.
7. Tertiary qualification in a discipline relevant to parks and visitor services, recreation or environmental management, communications or equivalent qualification. (**Desirable**)
8. Demonstrated (**Level 5**) or considerable (**Level 6**), knowledge of, and experience in the application of legislation and policy to achieve conservation and land management. (**Desirable**)
9. Demonstrated (**Level 5**) or considerable (**Level 6**) experience in the preparation of grant and funding applications, negotiation with other agencies and land managers and management of projects involving external grants and sponsorships. (**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)**

<b>Position Status - Permanent</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>FTE:</b> 1 FTE
<b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	
<b>Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current 'C' Class Driver's Licence	
<b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Working with Children</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 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>	
<b>Allowance and Special Conditions</b> <input checked="" type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input checked="" type="checkbox"/> Other (Please specify) Fire Availability	

**Certification**

Verified by: Recruitment and Establishment Section

Registered JDF  
26 June 2025