



Job Description Form

Position Details

Position Title Executive Director Biodiversity and Conservation Science		Position Number DBCA0210432
Level Class 3	Agreement Public Service Award 1992 Public Service CSA Agreement	Effective Date 10 September 2025
Group: Biodiversity and Conservation Science Science, Strategy and Governance Group		Location: Kensington

Our Values

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

Integrity



Commitment to knowing and doing what is right

Collaboration



Commitment to team, partnership and the support of others

Accountability



Commitment to being transparent, taking ownership and personal responsibility

Respect



Commitment to the respect of people, culture and place

Excellence



Commitment to quality, innovation and continuous improvement

Reporting Relationship

Position Title DDG Science, Strategy and Governance	Level Non CEO Band 3
---	--------------------------------

↑ **Responsible to directly to this office**

This position

Other offices reporting directly to this office

Position title	Level
General Legal Counsel	SC Level 6
Chief Human Resources Officer	Level 9
Chief Finance Officer	Level 9
Chief Information Officer	Level 9
Director Policy and Legislation	Level 9
Manager Public Information and Corporate Affairs	Level 8
Executive Manager Office of the DG	Level 8
Executive Officer	Level 5



Officers under the *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Assistant Director - Biodiversity and Conservation Science	SCL5	225 FTEs across BCS
Program Leader x 11	SCL4/SCL5	
Business Manager	L6	
Leader Science Coordination	SCL4	
Leader Biodiversity Knowledge	SCL4	
Executive Assistant	L4	

Position Title Executive Director Biodiversity and Conservation Science			
Position No. DBCA0210432	Level/Grade Class 3	Specified Calling Level N/A	Effective Date 10 September 2025

Role Summary

The Executive Director Biodiversity and Conservation Science is accountable for leading the delivery of science and the provision of science and biodiversity knowledge to support evidence-based decision-making and support state-wide conservation and management functions of the DBCA and its diverse plants, animals and ecosystems, and supports effective management of DBCA's parks and reserves, delivery of DBCA's fire program and engagement of visitors with our natural attractions.

The role functions with a high level of autonomy, reports to the Deputy Director General of Science, Strategy, and Governance, and is a member of the Department's Corporate Leadership Team. This position supports the DBCA's strategic direction and management, including the allocation of budget and resources aligned with the corporate plan and government priorities. It also takes responsibility for achieving shared objectives, including shaping strategy, fostering a results-oriented culture, and advancing the Department's objectives and reform agenda.

Dimensions of the Role:

- Over 225 FTE.

Responsibilities:

- Strategically direct and provide leadership in the development of science and expert advice to inform broad DBCA decision-making and drive the development and implementation of policy and program design and delivery.
- Provide strategic policy and science-based advice, guidance, and plans to the Director General, Deputy Director General, Ministers and senior executives across DBCA and other government agencies on biodiversity and conservation matters and government priorities, and collaborate and influence across the sector.
- As a member of the Corporate Executive and a Person Conducting a Business or Undertaking (PCBU), ensures compliance with the Work Health and Safety Act 2020 (WA), including demonstrating due diligence to ensure the health and safety of workers and others, fostering a culture of safety leadership, and integrating work health and safety considerations into strategic and operational decision-making.
- Provide leadership and advocacy of DBCA biodiversity and conservation research and information systems to enhance integration and improve knowledge for decision-making within DBCA and across the sector, industry and community.
- Lead the development and ensure the implementation of departmental standards, policies, procedures and guidelines pertaining to managing Biodiversity and Conservation Science functions and delivering outcomes for the whole department.
- Strategically lead and manage the operations of the Biodiversity and Conservation Science Division, including targeted science services across diverse program areas of Animal Science; Plant Science and Herbarium; Ecosystem Science; Species and Communities; Fire Science; Marine Science; Perth Zoo Science; Kings Park Science; Biodiversity Information; Remote Sensing and Spatial Analysis; Rivers and Estuaries Science; ensuring effective governance arrangements, human resource, budget and finance practices.
- Drive continuous improvement and innovation to achieve effective approaches to the delivery of outcomes for the future benefit of biodiversity conservation in Western Australia.
- Provide leadership of change management initiatives relevant to the whole department and Biodiversity and Conservation Science, particularly in relation to the integration of science programs.
- Strategically lead the development, recommendation and implementation of science and conservation policy and coordinate science and research development across the department.

Position Title Executive Director Biodiversity and Conservation Science			
Position No. DBCA0210432	Level/Grade Class 3	Specified Calling Level N/A	Effective Date 10 September 2025

- Foster communication of science to internal and external stakeholders to support effective conservation and evidence-based decision making.
- Lead strategic evaluation for biodiversity conservation and programs, seek feedback from stakeholders to inform the development and delivery of effective biodiversity and conservation science programs.
- Represent the department and the state in a range of forums at state and national levels addressing biodiversity and environmental matters, and advocating the department's and state's position.
- Maintain and develop the department's profile across the State and nationally as required.
- Undertake other duties as required.

Selection Criteria

The selection process includes assessing applications against the preceding responsibilities and selection criteria alongside an ability to demonstrate and apply the leadership expected behaviours listed below.

- Extensive management experience and ability to direct multi-disciplinary teams to deliver high-quality scientific support services, combined with a comprehensive understanding of contemporary policy issues in biodiversity conservation.
- A qualification in a relevant discipline would be well regarded.

Leadership Context

DBCA has adopted [Leadership Expectations](#), which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector. The DBCA leadership context for this role is [Executive Leader](#). It is essential that you demonstrate the expected behaviours in the context of the role.

- **Lead collectively:** You proactively shape strategy to align with the collective needs of the agency and sector, balancing the delivery of tactical short-term requirements with creating value in the medium and long term. You create value by fostering strong relationships across the agency to deliver value.
- **Think through complexity:** You deal with and consider multiple variables and make tactical and strategic decisions for the short and medium terms. You proactively manage the implementation of the risk management strategies in your business areas and take reasonable steps to mitigate any risks to your business areas and agency.
- **Dynamically sense the environment:** You scan and decipher internal and external environments, leveraging understanding to influence and persuade others so as to create value for Western Australians. You recognise shared agendas and work towards mutually beneficial outcomes for all business areas.
- **Deliver on high-leverage areas:** You demonstrate a drive to deliver both short and medium term strategic objectives for your business areas while also contributing to the delivery of future value to the agency. You explore new opportunities for your business areas and drive and encourage continuous improvement that contributes to delivering excellence for the agency.
- **Build capability:** You develop the future capability requirements of your business areas and ensure you contribute to developing a diverse talent pipeline in the agency. You understand your role and responsibility for creating a healthy culture in your business areas, contributing to a productive sector culture.
- **Embody the spirit of public service:** You deliver results under challenging conditions while maintaining the reputation of your business areas and the agency. You are committed to

Position Title Executive Director Biodiversity and Conservation Science			
Position No. DBCA0210432	Level/Grade Class 3	Specified Calling Level N/A	Effective Date 10 September 2025

maintaining good corporate governance and proactively identifying potential reputational risks and areas of non-compliance.

- **Lead adaptively:** You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions. You are open to change and willing to adapt your work methods and revise your processes to effectively lead your business areas.

Pre-employment requirements

Full Time Equivalent (FTE) Full-time hours = 1 FTE.	1 (5 Year SES Contract)
An acceptable National Police Certificate (police clearance) or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Conflict of Interest: High integrity is required for conflicts of interest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Valid driver's license for Western Australia	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Certification

Verified by:

Recruitment and Establishment Section
 Registered JDF
 11 September 2025


