



Job Description Form

1. Position Details

Position Title Senior Conservation Zoologist			Position Number DBCA3038098
Level/Grade	Specified Calling Level SCL3	Agreement PSA 1992 / PSCA 2022	Effective Date 7 February 2024
Division Biodiversity and Conservation Science Division		Branch Species and Communities Program	
Section Recovery		Location Kensington	

2. Reporting Relationships

Position Title Species and Communities Program Leader	Level/Grade SCL5
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Responsible to

Position Title Species and Communities Program, Recovery – Team Leader	Level/Grade SCL4
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Responsible to

This position



Officers under *direct* responsibility

Position Title Conservation Zoologist Senior Technical Officer – fauna Technical Officer	Level/Grade SC2 L4 L3	Approx. no. FTEs supervised 3
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Recruitment and Establishment Section
Registered JDF
7 February 2024

Other offices reporting directly to this office

Position title	Level
Senior Conservation Ecologist	SCL 3
Senior Conservation Botanist	SCL 3
Senior Conservation Officer	SCL 3
Environmental Officer	SCL 2
Covenant Coordinator	SCL 1
	SCL 1/L5

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:

This position contributes to the ongoing conservation and management of conservation significant fauna through expert advice development of conservation programs, written reports, policy advice and input to other processes as they arise. The position provides advice and support for wildlife utilisation programs.

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 (%).

1. Develops, coordinates and provides support for fauna conservation programs, including listing of threatened fauna species under the *Biodiversity Conservation Act 2016*.
2. Provides advice on scientific and technical aspects of fauna conservation and management with particular emphasis on threatened fauna, commercially utilised fauna and wildlife conservation programs, including translocations.
3. Prepares reports, briefings, policy and responses to Ministerial and general correspondence.
4. Provides expert technical fauna advice to the department and other government agencies as required to support authorisations under s40 of the Biodiversity Conservation Act 2016 and impact assessment.
5. Engages with departmental staff and provides technical support for fauna conservation programs within the Department including guidance for recovery teams.
6. Contributes to training of staff for fauna management, policy and public information and education programs in relation to fauna conservation and management.
7. Assists in coordinating the operation of the Departments Animal Ethics Committee.
8. Represents the Species and Communities Program on state and national committees, working groups and at meetings with Commonwealth, State and Local Government, industry, community groups, landowners and the public as required.
9. Manages staff and external contracts reporting to the position as required.
10. Carries out other duties as directed by the Team Leader and the Program Leader.
11. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

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

1. Considerable knowledge and experience in the field of terrestrial fauna conservation related to threatened species and land management.
2. High-level ability to assess impacts on biodiversity and develop and implement fauna recovery programs to achieve biodiversity conservation goals.
3. Considerable knowledge and experience in the application of biodiversity and environmental legislation and policy
4. High level ability to prepare reports, policy, submissions and correspondence that relate to biodiversity conservation and wildlife management.
5. High level verbal and written communication skills including the ability to manage small teams influence and negotiate effectively and adapt communication to a range of audiences, including internal and external stakeholders, the media and the community.

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

6. A Bachelor of Science degree in a relevant discipline (biological sciences) with demonstrated application in fauna conservation.
7. Demonstrated understanding of occupational health and safety, and equity and diversity principles and practices.
8. High level understanding of animal welfare legislation and demonstrated experience in addressing animal welfare issues in terrestrial fauna monitoring programs (DESIRABLE).
9. 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 (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.

10. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence** (DESIRABLE).

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		
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 ie 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:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD		
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.checkwwwc.wa.gov.au/checkwwwc/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	

7. Certification

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

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