

Job Description Form

1. Position Details

Position Title District Coordinator Conservation			Position Number DBCA3018048
Level/Grade Level 5 or 6	Specified Calling N/A	Agreement PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	Effective Date 19 June 2024
Division Regional and Fire Management Services		Branch Swan Region	
Section Perth Hills District		Location Mundaring	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 9	Recruitment and Establishment Section Registered JDF 19 June 2024 	
↑ Responsible to		Other offices reporting directly to this office	
Position Title District Manager	Level/Grade Level 7	← Position title District Fire Coordinator Parks and Visitor Services Coordinator Senior Operations Officer or Operations Manager Sustainable Forest Management Coordinator Finance & Administration Coordinator	Level / Grade Level 5 or 6 Level 5 or 6 Level 5 or 6 Level 5 Level 4 :
↑ Responsible to			
This position			
↑ Officers under direct responsibility			

Position Title 2 x Conservation Officer Flora 2 x Operations Officer Conservation District Wildlife Officer at Level 6	Level/Grade SC Level 1 Level 3 Level 5	Approx. no. FTEs supervised Nil Nil Nil
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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 limited (Level 5) or minimal (Level 6) direction from the District Manager:

Responsible for:

- planning and implementing the Perth Hills District's terrestrial on - ground conservation program;
- directing, coordinating, preparing and delivering wildlife conservation plans, threat abatement programs, area management plans recovery plans and monitoring programs;
- contributing through close collaboration with the District Parks and Visitor Services Coordinator conservation advice into district tourism and recreation programs;
- contributing through close collaboration with the District Fire Coordinator, to district fire planning including for prescribed burns and provides advice on burning strategies for biodiversity conservation in land management; and
- providing advice on conservation and wildlife management matters.

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 limited (Level 5) or minimal (Level 6) direction from the District Manager:

SERVICE DELIVERY (15%)

1. Coordinates and leads the implementation of the district conservation works program, determining the standards and techniques, and ensuring all activities are compatible with the department's core biodiversity conservation objectives, and management responsibilities.
2. Assists the Regional Leader Conservation to prepare Conservation Service Operations Plans that reflect departmental and Service objectives.
3. Ensures that all conservation works are in accordance with the *Environmental Protection and Biodiversity Conservation Act 1999*, *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, licensing and enforcement programs, departmental standards, circulars, policies, guidelines and other relevant legislation.
4. Ensures effective communication with regional and specialist staff to achieve best practice in district nature conservation works.
5. Provides information and advice to the District Manager and regional staff for the preparation of correspondence, briefing notes and reports.

DISTRICT OPERATIONS (45%)

6. Prepares and implements through close collaboration with the Operations Manager the annual schedule of works in accordance with conservation needs, Service division requirements, resource requirements, and seasonal and environmental factors.
7. Assists in the development of area management, wildlife management and recovery plans to ensure effective environmental and land management strategies are implemented and monitored.
8. Provides assistance to the Swan region in developing responses to land use planning proposals and environmental impact assessments, and monitors compliance with standards concerning the operations of other organisations, to ensure conservation values are protected or enhanced.
9. Coordinates the management of threatened ecological communities, flora and fauna and reserves in the district and ensures all nature conservation works are integrated with area management plans and other works programs.
10. Undertakes a leading role in district, regional and departmental Incident Control teams, and participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience. This commitment is expected to involve a for minimum of 12 rostered weeks per annum, including District Duty Officer rosters.
11. Liaises with the public, other agencies, local government, interest groups, volunteer organisations and landowners to ensure there is effective communication and delivery of conservation outcomes.
12. Liaises with Aboriginal Corporations on conservation issues as part of the South West Native Title Settlement in accordance with locally agreed arrangements for cooperative and joint management.
13. Identifies opportunities for volunteer projects and cooperative joint ventures.
14. Actively seeks and provides coordination of research in conservation and biodiversity management.
15. Coordinates district involvement in Natural Resource Management programs.
16. Represents the district or department on departmental and interdepartmental planning teams in relation to natural resource management initiatives.
17. Participates in fire planning for the district, in close collaboration with the District Fire Coordinator, with an emphasis on the prescribed burn program for the season and provides advice on burning strategies for biodiversity conservation in land management.

HUMAN RESOURCE & FINANCIAL MANAGEMENT (35%)

17. Fosters a team spirit and culture of empowerment, providing leadership and coaching for staff in the district nature conservation team.
18. Determines training needs and ensures effective training is provided to all personnel supervised. Participates in the development, coordination and delivery of training for conservation staff.
19. Conducts employee development reviews and ensures there is effective performance management of all staff supervised. Resolves staff issues with support from above.
20. Ensures a safe, efficient and effective working environment at all times, for all nature conservation staff.
21. Prepares the annual conservation budget and estimate schedules and advises on district requirements for Service agreements. Monitors cost effectiveness of conservation works, compiles cost data and ensures correct input of budget and expenditure data into financial systems.
22. Responsible for sourcing and applying for additional funds from external funding bodies and managing the dispersion of those funds to meet project milestones.

OTHER DUTIES (5%)

23. 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 District Manager
24. Undertakes other duties as directed.

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

1. Considerable knowledge of and experience in supervising the on -ground delivery of nature conservation, and natural resource management, including a sound knowledge of the threats to nature conservation and wildlife values and the measures required to rehabilitate and recover those values.
2. Demonstrated (Level 5) or considerable (Level 6) experience in high level leadership, supervisory, organisational, works program planning and human resource management skills including an ability (Level 5) or demonstrated ability (Level 6) to promote staff development, deal with contentious issues and improve performance, empowering staff to achieve agreed outcomes.
3. Evidence of high-level interpersonal skills and experience (Level 5) or considerable experience (Level 6) in effective liaison and negotiation with other government agencies, industry, stakeholders, Aboriginal groups and community interest groups and the media with evidence of having responded to and resolved complex and detailed issues at Level 6.
4. Demonstrated (Level 5) or considerable (Level 6) experience in, and knowledge of, administrative and financial management including budget preparation, expenditure control and financial reporting.

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

5. Demonstrated high level oral and written communication skills including the ability to use computer software for report writing data analysis and data management.
6. Considerable experience and competence in fire management and knowledge of fire management principles pertaining to biodiversity conservation. Ability to pass the departmental fire fitness test plus ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability training and level of experience. Ability to fill District Duty Officer and response (Incident Management Team) roles commensurate with training and experience.
7. Understanding of work, health and safety, and equity and diversity principles and practices.
8. Current 'C' Class Driver's Licence.
9. Tertiary qualification in a discipline relevant to natural land management or an equivalent qualification. **(Desirable)**
10. Experience and knowledge in biological surveys of natural lands and conservation issues. **(Desirable)**
11. Experience in the assessment and administration of proposals through the statutory planning and environmental assessment processes (Level 5) and some knowledge and understanding of strategic planning principles (Level 6). **(Desirable)**
12. Sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* associated regulations, awards, and policies relevant to the department. **(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		
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.	Personal Computer, GIS, 4WD Vehicle, Fire-fighting equipment		
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/ .	☐ Yes ☒ No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks .	☒ Yes ☐ No		
COVID-19 Vaccination An approved COVID-19 vaccination is mandatory for appointment to this position (includes all RFMSD occupations)	☒ Yes ☐ No		

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7. Certification

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

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