



JOB DESCRIPTION FORM


The Department of Parks and Wildlife (DPaW) has the following mission:

To ensure that the nature of Western Australia is protected and conserved, for its intrinsic values and to enrich people's lives.

1. Position Details

| | | | |
|---|--|--|---------------------------------------|
| Position Title Senior Ranger (Marine) | | | |
| Effective Date 3 January 2014 | Position Number DPW3104484 | Level/Grade Grade 3 | Specified Calling Level N/A |
| Services | Division Regional & Fire Management Services | Branch Kimberley Region | |
| Section West Kimberley District | Location Broome | Agreement Rangers Award/RNPGA 2013 | |

2. Reporting Relationships

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|--|------------------------------------|--|---|-------------------------------|
| Position Title District Manager | Level/Grade 6 or 7 |  <p>Department of Parks and Wildlife REGISTERED JOF HR OFFICER: <i>[Signature]</i> 10:55 am, Jan 03, 2014</p> | | |
| ↑ Responsible to | | | | |
| Position Title Marine Park Coordinator Lalang-garram Camden Sound Marine Park (LCSMP) | Level/Grade Level 5 | Other offices reporting directly to this office | | |
| ↑ Responsible to | | | | |
| This position | | <table border="1"> <tr> <td>Position title Senior Ranger (Marine)</td> <td>Level/Grade Grade 3</td> </tr> </table> | Position title Senior Ranger (Marine) | Level/Grade Grade 3 |
| Position title Senior Ranger (Marine) | Level/Grade Grade 3 | | | |
| ↑ Officers under <i>direct</i> responsibility | | | | |
| Position Title 2 x Ranger (Marine) | Level/Grade Grade 1 or 2 | Approx. no. FTEs supervised Nil | | |

3. Role and Scope

Brief outline of 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 the general direction of the Marine Park Coordinator (LCSMP):

Manages, maintains and operates departmental vessels in the West Kimberley District including:

- the delivery of the annual Lalang-garram / Camden Sound Marine Park works program for parks and visitor services, nature conservation, environmental and cultural protection, consistent with departmental guidelines, policies and management plans;
- undertaking compliance, education, research and monitoring patrols;
- supervision of vessel crew; and
- assisting with the delivery of works programs in the field as required.

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 general direction of the Marine Park Coordinator (LCSMP):

OPERATIONS (60%)

Undertakes and supervises departmental vessel operations within the Lalang-garram / Camden Sound Marine Park in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements.

These include:

1. Contributing to the development of the marine and coastal annual works program and protected area estate planning activities;
2. Assisting with the implementation of the marine and coastal annual works program;
3. Undertaking patrols via vessel for the purpose of raising public understanding of marine park values, regulations, compliance, management intervention, research and monitoring.
4. Assisting with the collection and analysis of data for ecological and social monitoring and research programs, in line with established protocols;
5. Assisting with the fabrication and maintenance of park visitor services infrastructure (signage, shoreline markers) and maintenance of management infrastructure (field stations and management moorings) by use of marine skills including SCUBA diving; and
6. Maintaining and skippering departmental vessels in accordance with Department of Transport and Australian Maritime Safety Authority requirements and departmental policies.

STAFF (20%)

7. Provides leadership, supervision and direction to staff supervised.
8. Assumes the role of training/mentoring role for Trainee staff where applicable.
9. Supervises the work of volunteers and contractors, where applicable, to the prescribed work standard.
10. Facilitates effective teamwork and productivity in the implementation of works programs by encouraging cooperation, reviewing performance, providing feedback, identifying training requirements and addressing occupational health and safety issues.
11. Optimises Aboriginal employment and involvement in the Lalang-garram / Camden Sound Marine Park.
12. Maintains *Public Sector Management Act 1994* requirements including standards and regulations with regard to personal behaviour, as well as in dealings with other staff, contractors and the public.

PUBLIC INTERACTION (10%)

13. Responds in a positive and appropriate manner to public enquiries and requests for information and assistance, in accordance with departmental protocols and policies.
14. Liaises with visitors, other government agencies, local government, commercial tourism operators, community groups, indigenous organisations and other stakeholders.
15. Assists in the delivery of interpretive and educational material, community education programs and public consultation relating to management plans and other planning documents and strategies.
16. Performs compliance and enforcement duties, in accordance with the *Conservation and Land Management Act 1984* and regulations, the *Wildlife Conservation Act 1950* and regulations, as required.

GENERAL (10%)

17. Responsible for general administration, including compiling and completing administrative account documentation and maintaining statistical information.
18. Undertakes activities associated with incident management (e.g. marine wildlife strandings, pollution events, bushfires and search and rescue) commensurate with experience and training, as directed by the District Manager.
19. 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.
20. Other duties as directed by the Marine Park Coordinator (LCSMP).

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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 in a written application. These should be addressed in no more than four pages in total.

1. Experience in leading, supervising and managing teams, empowering individuals to work with confidence both in teams and independently to deliver agreed outcomes and priorities, with a particular emphasis on the management of marine assets including; carrying out routine maintenance duties for marine equipment such as large vessels, inboard diesel engines, outboards engines and auxiliary machinery.
2. Well-developed oral and interpersonal skills and experience in developing and maintaining positive relationships with Traditional Owners, commercial operators, licensees, key stakeholders, community groups and the general public, and have the ability to be involved in patrol and enforcement activities.
3. Experience and knowledge of implementing operational plans and works programs, with a preference for experience in marine, island and coastal management in the Kimberley Region.
4. Considerable knowledge of and broad experience in the operation of a vessel requiring a Master <24m (NC) and Marine Engine Drivers (MED) II (NC) qualifications, with a preference for experience in the Kimberley Region, and holding such a certificate as a minimum certificate of competency.

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

5. Demonstrated competence in written and oral communication skills including demonstrated proficiency in word processing, the use of spreadsheets and database software.
6. Physically fit, able and willing to work in remote areas, work weekends and public holidays as required, undertake extended periods of travel in remote locations and participate in fire and other emergencies; must be able to pass the departmental fire fitness test.
7. Certificate in National Parks Management, a Certificate of Conservation and Land Management or an equivalent qualification with a preference for a further tertiary qualification in natural resource management.
8. Understanding of occupational, health and safety, equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Hold a Senior First Aid Certificate, and a qualification to administer oxygen resuscitation or therapy or demonstrate an ability to obtain these qualifications.
11. Hold an approved Rescue Diver SCUBA diving qualification or demonstrate an ability to obtain these qualifications; be able to pass a commercial dive medical (AS2299.2) annually, be willing and able to participate in departmental diving activities. (**Desirable**)
12. Working knowledge of the *Conservation and Land Management Act 1984* and regulations, the *Wildlife Conservation Act 1950* and regulations, in particular in relation to compliance management and have an understanding of the principles and practices of Visitor Risk Management. (**Desirable**)

DPaW's values

In all of our work we will be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*; and we will always *Act with the highest integrity*. For the purposes of this recruitment process, behaviours that reflect some or all of the above DPaW values are included as selection criteria for this position, and the applicable DPaW values are listed below as **Essential** and/or **Desirable** criteria.

Essential:

Open, Accountable, Responsive, Innovative, Collaborative, integrity.

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6. Other

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|--|--|---|--|
| Position Status Does the position form part of the permanent structure? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Full Time Equivalent (FTE) Full time hours = 1 FTE. Part time hours are expressed as a proportion of 1 e.g. 0.6 FTE if a person works 3 days per week or 60% of full time hours. | 1 | | |
| Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box. | <input checked="" type="checkbox"/> District Allowance | <input checked="" type="checkbox"/> North West Leave | |
| | <input checked="" type="checkbox"/> Air Conditioning | <input checked="" type="checkbox"/> No Fixed Hours (Rangers only) | |
| | <input checked="" type="checkbox"/> Ranger Leave (Rangers only) | <input checked="" type="checkbox"/> Other - Please specify below : Camping allowance | |
| Specialised Equipment Operated Specify type of equipment e.g. 4WD. | SCUBA equipment, underwater communications equipment, vessels up to 24m, 4WD, towing trailers, power and hand tools, fire fighting equipment, GPS, corporate firearms, underwater digital camera and video equipment, satellite phones, radios (UHF, VHF, HF). | | |
| Working With Children Specify if this position requires a Working with Children check – refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ if this position works with children for further information on whether this is required. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |

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| PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code | 234314 |
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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: |