



Job Description Form

Position Details

Position Title: Graduate Officer	Position Number: Pool	Level: Level 2
Division: Regional and Fire Management Services	Branch: Host Region or Branch	Section:
Employment Agreement: PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	Location: Host regions or Branch are spread across the metropolitan and regional areas of Western Australia	Effective Date: November 2024

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 Relationships

Position Title Regional, Branch or District Level Supervisor	Level/Grade Level 5 or 6 or 7	⇐	Position title Variable depending on local reporting structure	Level
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

About the Role

Under immediate direction:

With the support and mentoring of experienced teammates and supervisors in the Parks and Wildlife Service, you will apply your formal education to field work and office work that:

- develops your professional skills for a successful career in conservation and land management
- protects nature and communities, and
- builds relationships with partner organisations

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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Responsibilities

Under immediate direction:

With the support and mentoring of experienced teammates and supervisors in the Parks and Wildlife Service:

Hands-on conservation

1. Help plan and deliver programs related to Western Australia's:
 - national parks, marine parks and regional tourism attractions, including services for visitors,
 - joint management of conservation areas with Traditional Owners,
 - native plants and animals,
 - management of State forests, and
 - fire management for biodiversity and community protection.

Professional collaboration

2. Prepare reports/presentations and correspondence dealing with projects and field work.
3. Control the progress and cost of works within allocated areas of responsibility.
4. Work closely with teammates in your local patch, and as required, other professionals from across the State including researchers, policy and technical experts.
5. Help your manager(s) assign work tasks to Conservation Employees, contractors and volunteers.

Help strengthen external relationships

6. Participate in regular liaison including meetings with Traditional Owners, local government authorities, other government agencies, industry, community groups and neighbours.

Contribute to a safe and healthy workplace

7. Think and act safely in the workplace, contributing to personal safety and the safety of teammates.
8. Maintain physical and mental fitness that enhances your time working in the natural environment.
9. Maintain allocated equipment and vehicles to acceptable safety standards.
10. Ensure all activities are carried out in accordance with departmental plans and guidelines, and relevant laws including the *Work Health and Safety Act 2020*, the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016* and the *Bush Fires Act 1954*.

General

11. Participate in training and career development opportunities across the full scope of regional programs delivered by the Parks and Wildlife Service including fire management, joint management, parks and visitors' services, marine, sustainable forest management and conservation.
12. Participate in emergency incident response related to bushfires or search and rescue or stranded wildlife, as directed by the District/Regional Manager or Duty Officer or Incident Controller.
13. Undertake other duties as directed.

Selection Criteria

The following criteria will be assessed during the selection process.

1. A tertiary degree qualification (or an approved equivalent qualification) that is relevant for a career in conservation and land management. Relevant areas of study could include one or more

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of the following: environmental science, ecology, biology, conservation, Aboriginal studies, agriculture, environmental law, forestry, marine science, natural resource management.

2. Demonstrated organisational, verbal, written and digital skills that will help you meet deadlines, prioritise tasks and build relationships in a professional workplace, be it in the field or office.
3. Understanding of the principles of project management, including budget monitoring, problem solving and reporting with an ability to think through complexity and propose workable solutions.
4. Good interpersonal skills and demonstrated ability to build rapport and engage with others in a positive and collaborative manner.
5. Understanding of work, health and safety, and equity and diversity principles and practices.
6. Demonstrated physical fitness, including the ability to pass the department’s fire fitness test.
7. Broad understanding of the issues involved in planning and implementing works programs.
8. Demonstrated attention to detail and strives for accuracy when producing high quality work.
9. Willingness to be part of a regional team that works in public-facing settings, including in a cross-cultural context.
10. 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.
11. Willingness to travel within region for role requirements and intrastate for training and development opportunities.

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 [Personal Leadership](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 2-year fixed term contract FTE: 1 FTE
National Police Check <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No For more information refer to the department’s guidelines on National Police checks .
Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4WD Vehicles
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/
Allowance and Special Conditions <input 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 Allowance NOTE: District Allowance, NW leave allowance and Air Conditioning apply depending upon location

Certification

Verified by: Recruitment and Establishment