**Role Description**

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| **Position title** | Ranger | **Job Ad Ref (JAR)** | QLD/302947/19 |
| **Type of vacancy** | Permanent, Full time | **Closing date** | Monday 04 March 2019 |
| **Division/Service area** | Cape York  Northern Region  Northern Parks and Forests  Queensland Parks and Wildlife Service | **Location** | North Daintree |
| **Classification** | OO5 | **Contact officer** | Brendan Malone  Senior Ranger  (07) 40982188 |
| **Annual Salary** | $64,936 - $71,197 | **Total remuneration** | $74,085 - $81,229 |

**Working for the Department of Environment and Science**

The Department of Environment and Science recognises the enormous value a clean environment, innovative society and economy, and vibrant culture makes to our lives.

As a diverse organisation, the department brings together key areas of work to achieve our objectives for a better Queensland:

* **Environment**
* **Science**
* **Arts**

DES has a culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments. As a DES employee, you will be actively encouraged and supported as an individual in an inclusive environment embracing our differences and applying diverse and inclusive thinking to our business.

DES offers a range of flexible work practices, learning and development opportunities, and study assistance.

QPWS’s Northern Region is responsible for over 4.4 million hectares of protected area estate which are managed under the *Nature Conservation Act 1992* and over 87,000 hectares of State forests and Timber Reserves managed under the *Forestry Act 1959*. The *Wet Tropics of Queensland Protection and Management Act 1993* sets out the role of the Wet Tropics Management Authority as custodians for the 894,420 ha of World Heritage Area. The Region collaborates with the Authority to provide leadership, facilitation, advocacy in the day to day management of the protected areas, State forests and Timber Reserves that fall within the World Heritage Area.

The focus of our core business is terrestrial protected areas and forest estate services, including natural and cultural resource conservation, equitable access to safe sustainable recreational opportunities, multiple use management, and nature-based business development, communication and education.

We are one of six regions in Queensland. The Region is split into three geographic Management Areas – Cape York, Tablelands and Dry Tropics and Coastal Tropics. These Areas are provided professional and operational services by our Technical Support team across the key thematic areas of pest, fire, estates assets and visitor management. The Regional Director works closely with the Principal Rangers and Managers to ensure that delivery of outputs are compliant with all statutory requirements and obligations, that operational plans are developed and implemented, that our internal processes and systems support program delivery, and that staff are supported, adequately resourced and technically skilled to enable the delivery of organisational objectives

The Northern Region supports and facilitates QPWS operational staff and Traditional Owners, in the joint management of 23 national parks (Cape York Peninsula Aboriginal Land), or NP (CYPAL) on Cape York Peninsula. Formal joint management arrangements have been established in the form of Indigenous Management Agreements for the NPs (CYPAL). Under these agreements, Traditional Owners directly benefit from funding commitments that support ranger training and employment and the ability to take up contractual arrangements for parks works and services. Through the ongoing tenure conversion process for Cape York Peninsula, many more NPs (CYPAL) will be created over coming years

More information about our department is available online at [www.des.qld.gov.au](http://www.des.qld.gov.au).

**About this role**

Rangers ensure that the Queensland’s national parks, state forests and reserves are protected, accessible and valued by all Queenslanders. Rangers work in partnership with local communities and other stakeholders to contribute to the land management, recreational and conservation outcomes across the protected areas—which are managed by DES under the *Nature Conservation Act 1992*, *Recreation Areas Management Act 2006*, *Marine Parks Act 2004*, *Great Barrier Reef Marine Park Act 1975*, *Forestry Act 1959* and other relevant legislation.

Rangers may work across five focus areas dependent on operational need, including Pest Management, Fire Management, Estate Management, Visitor Management and Assets and Safety. As such, Rangers may turn their hands to a wide range of jobs that can be safely undertaken by non-tradespersons. Refer to the attached *Working as a Ranger—Additional Information* for an overview of the focus areas and general working life.

Daintree National Park is an iconic protected area that is an important part the Wet Tropic World Heritage Area and major tourist destination, so the presentation and safety of park estate areas is a priority for the Daintree North Ranger team. This position will work closely with the Ranger in Charge, assisting with annual work planning and oversight of capital projects, infrastructure maintenance projects and the natural and cultural resource management programs. The majority of the protected area estate in the Daintree Management Unit is in the process of transition to joint management between Queensland Parks and Wild Service and the traditional owners, so an important skill for this position is to have ability communicate respectfully and effectively with Traditional Owners. This position will supervise a team of rangers, contractors and volunteers so experience in working in a supervisory role is important requirements for this role.

**Duties of the role**

To achieve the outcomes required by this role, you must be able to:

1. Supervise a work group to perform tasks and deliver project outcomes.
2. Contribute as a member of a team to the preparation of annual work programs for recreational and infrastructure maintenance and development including the acquisition and allocation of resources within budgets.
3. Plan and deliver specific projects including the development and maintenance of park infrastructure and initiatives, plant operation and maintenance, natural and cultural resource management, fire management, weed and pest control.
4. Compile and maintain reports and records, participate in human resource and budget management processes and the procurement goods and services. This includes use of computer systems and applications.
5. Perform customer contact duties including answering enquiries, providing education and advice, and conducting park patrols.
6. Perform compliance and enforcement tasks on suspected breaches of relevant acts and permit conditions. Assist senior staff and staff from other agencies with investigations as required.
7. Maintain productive relationships with stakeholders including neighbouring landholders, other government departments and local Indigenous communities.
8. Plan and co-ordinate emergency response procedures including natural disaster contingency plans, wildfire response procedures, search and rescue procedures, and medical emergency procedures.
9. Operate and maintain a variety of departmental plant and equipment.

**Key attributes**

Within the context of the duties described above, the ideal applicant will be someone who:

1. **Supports Strategic Direction**—Understands the organisations vision, priorities and business objectives. Develops work plans by determining milestones, schedules and resources in line with annual work programs and organisational priorities.
2. **Achieves Results**—Uses a range of processes, tools and techniques to effectively manage a work group to achieve project milestones and deadlines. Demonstrates flexibility in scheduling and reorganising work allocation to reflect changes in priority. Contributes own expertise and effectively uses available resources to deliver outcomes.
3. **Supports Productive Working Relationships**—Builds and sustains productive relationships with team members, customers and stakeholders. Actively listens to others, shares information and contributes to team activities. Supports and guides team members in achieving goals, especially during busy or difficult working periods.
4. **Displays Personal Drive and Integrity**—Behaves in an honest, ethical and professional way. Understands the principles behind compliance and enforcement legislation and other regulatory frameworks that apply to Parks. Can work autonomously and demonstrate motivation and initiative.
5. **Communicates with Influence**—Communicates clearly and provides explanation of complex information in ways appropriate to the audience. Negotiates by discussing issues credibly and thoughtfully. Understands customer needs and strives to achieve them by answering enquiries, providing education and advice.
6. **Technical/Knowledge**—Knowledge and understanding of the principles of conservation and natural resource management as they relate to workplace health and safety, compliance and emergency response. Understands and applies policies and procedures to meet human resource and financial management standards. Understands a range of basic level trade skills with the ability to safely undertake general construction, repairs, and maintenance (where a tradesperson is not required). Applies administrative skills including record-keeping, reporting and using computer applications and equipment relevant to the job.

**Mandatory requirements**

**Qualifications**

While no formal qualification is required for the role of a Ranger, possession of a relevant qualification/s will be highly regarded.

**Licences**

It is a mandatory requirement for the occupant of this position to hold a manual driver’s licence

**Citizenship/visa**

To be appointed to a permanent position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia. For temporary appointments, you must have a visa permitting you to work for the length of the temporary appointment.

**Additional Factors**

During and after ceasing employment with DES, all employees have an obligation to actively protect and safeguard confidential, sensitive and proprietary information to prevent the unauthorised disclosure of departmental information.

A discipline check for applicants who are working or have previously worked in the public sector may be undertaken.

Applicants are required to declare in writing any criminal history, in a separate document, as part of the application process. Please note that possession of a criminal record will not automatically exclude an applicant, as the nature of the circumstances of any offences is taken into consideration.

A criminal history check may be undertaken on the successful applicant. Please note that the possession of a criminal record will not automatically exclude an applicant, as the nature of the circumstances of any offences is taken into consideration.

Your application will remain current for up to 12 months and you may be contacted regarding other identical or similar vacancies at various locations and for either full-time or part-time employment.

A Working in Guide and Location Guide relevant to this vacancy is included as a separate document/s as part of this application pack.

**How will you be assessed?**

You will be assessed on how you meet the *‘Key attributes’* listed in this role description. To ensure that sufficient information is provided to allow an informed assessment to be made, you are required to:

1. Submit an application (refer to the *‘How to Apply’* section below)
2. Provide a response outlining your suitability to the position, with specific examples addressing key attributes. Your response should be no more than 2 pages, and
3. Attach your current resume (of no more than 6 pages) including name and contact details of at least one referee who has knowledge of your work (your current supervisor if possible).

Referees will be contacted to verify the information you provide and to comment on how well you demonstrate the attributes being sought.

**How to apply?**

Applying online through [Smart jobs and careers](https://smartjobs.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=14904), ([www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/)) is the preferred means to submit an application. To do this, access the *'apply online'* facility on the Smart jobs and careers website. You will need to create a *'My SmartJob'* account before submitting your online application.

By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

If you experience any technical difficulties when accessing Smart Jobs, please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online, please contact the Applications Processing Team on **Ph: 1300 146 370**, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via [Smart jobs and careers](https://smartjobs.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=14904), so please allow sufficient time before the closing date to submit your application. If approval has been granted by the selection panel for a late application to be considered, please contact the Applications Processing Team on the numbers provided above to arrange this.

Transfer at level requests will be considered for this position.

Hand delivered applications will not be accepted.

# Working as a OO5 Ranger—Additional information

### Characteristics of the work

* Work is performed independently and with broad advice and guidance from superiors for those aspects of work which involve new or sophisticated techniques or relate to areas outside the position’s usually expected knowledge base.
* Exercising of initiative and judgement in determining how projects or work programs are planned, performed and completed and in the resolution of problems is required.
* Duties are performed with minimal supervision delivering a variety of outcomes which require a strong knowledge of standards, practices and procedures and the application of skills obtained through training and significant experience and/or formal vocational development.
* In specialist roles, the planning and execution of projects for specialist park management practices and issues.
* Employees may manage or supervise the allocation of work and the supervision of team members or work groups in achieving outcomes. Employees may be responsible for larger work groups, functions or field groups.
* Work will involve the purposeful communication and interaction with park customers and stakeholders to achieve park objectives and outcomes.
* The role is characterised by the conduct of some administrative tasks to ensure accountability with organisational policies and procedures.
* The role requires the application of specialist technical knowledge and/or management knowledge and ability.

### Type of work

These positions act largely autonomously and are responsible for the planning and delivery of work, projects and outcomes according to annual work programs. They will develop project and work plans by determining project stages, schedules and resourcing. They will lead and manage a work group in the execution of projects and be responsible for quality outcomes. This includes the selection and use of appropriate methods, techniques and equipment. It requires the application of substantial applied theoretical knowledge and demonstrated practical physical skills. Physical conditions may be challenging including working in heat or cold and climbing steep slopes and rough terrain. Exercising good communication and interpersonal skills in leading teams or individuals to achieve outcomes is important. Similarly, the application of those skills in interactions with customers and stakeholders is an important component of this role.

Duties may include, but are not limited to, an employee being required to:

* contribute as a member of a team to the preparation of annual work programs for recreational and infrastructure maintenance and development including the acquisition and allocation of resources within budgets
* plan and deliver specific projects including the development and maintenance of park infrastructure and initiatives, plant operation and maintenance, natural and cultural resource management, fire management, weed and pest control
* supervise a team member or work group to perform work tasks and deliver project outcomes
* undertake administrative duties such as compiling and maintaining reports and records, participate in human resource and budget management processes and the procurement of goods and services. This involves the use of computer systems and applications
* perform customer contact duties including answering enquiries, providing education and advice, conducting park patrols
* perform compliance and enforcement tasks on suspected breaches of relevant acts and permit conditions. Assist senior staff and staff from other agencies with investigations as required
* maintain productive relationships with stakeholders including neighbouring landholders, other government departments and local Indigenous communities
* plan and coordinate emergency response procedures including natural disaster contingency plans, wildfire response procedures, search and rescue procedures and medical emergency procedures
* operate and maintain a variety of departmental plant and equipment.

At this level there is also a need for specialty type functions within the fire, pest, estate, public contact/interpretation, asset and health and safety management areas. See the career pathways matrix for further guidance on these.

### Behaviours and values

* Works productively independently, as a member of a team or as a supervisor to ensure set tasks, projects and objectives are delivered.
* Behaves in accordance with the Code of Conduct at all times.
* Displays good customer service focus and skills through demonstrated interpersonal skills and a demonstrated desire to help.
* Positively manages work and supervises staff to contribute to a productive workplace with others are supported and valued.
* Demonstrates the ability to safely undertake duties according to procedures and policies as well as through appropriate risk management approaches as required.
* Works productively and safely to complete set tasks as directed or in response to emerging needs, either independently or as an effective member of a team.
* Follows established work processes and demonstrates sound administrative and project management skills.
* Proactively seeks information through a variety of sources to build on current knowledge and maintain currency of that knowledge in natural resource management and conservation.
* Embraces and promotes nature-based recreation and an outdoor lifestyle.
* Successfully solves complex work problems in a timely manner.
* Refers problems appropriately to supervisor.
* Prioritises activities to meet organisational and customer needs.
* Embraces change in a positive and enthusiastic way and positively promotes change to others.
* Approaches needs of team and organisation in a flexible and cooperative manner.
* Takes pride and shows willingness and enthusiasm in promoting and sharing our parks with visitors.
* Demonstrates the ability to learn and apply a strong knowledge of natural resource management, nature-based recreation and related issues.
* Demonstrates good administrative and financial management practices.
* Understands and applies relevant legislation and organisational policies and procedures including those specifically relating to workplace health and safety, workforce management, finance, compliance and emergency response.