**AO6 Assistant Principal Ranger - Planning, Biodiversity & Estate Management**

**South East Queensland - Queensland Parks and Wildlife Service and Partnerships**

**Option 3 - First Nations & Diverse Ability priority consideration**

This role is open to all applicants, however applicants with disability or who identify as Aboriginal and/or Torres Strait Islander that meet the minimum requirements for the role will be given priority consideration and invited to participate in the next selection activity.

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| **Duration** | Fixed Term Temporary until 11/10/2024 with possible extension | **Annual Salary** | annual $114,625 - $122,400fortnightly $4,393.60 - $4,691.60 |
| **Type of appointment** | Flexible Full-Time | **Position number** | 75601766 |
| **Location** | Maroochydore (other SEQ Region offices negotiable) | **Contact** | Anthony Ross - Principal Ranger Anthony.Ross@des.qld.gov.au 0459 873 056 |
| **Closing Date** | Wednesday, 17 July 2024 | **Job Ad Reference (JAR)** | QLD/575932/24 |

The [Department](http://www.psc.qld.gov.au/about-us.aspxhttp%3A/www.psc.qld.gov.au/about-us.aspx) of Environment, Science and Innovation

The Department of Environment, Science and Innovation (DESI) recognises the enormous value a clean environment, innovative society and economy, and a diverse and inclusive culture makes to Queenslanders’ lives. As a diverse organisation, the department brings together environment, heritage protection, national parks, science and innovation to help achieve government objectives for a better Queensland.

We value and are committed to:

* building inclusive cultures in the Queensland public sector that respect and promote [human rights](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_humanrights&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=n8IaVLsBmceOUzhioUYLOvzCEJhlCoAknsTUtJUryPc&e=) and [diversity](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_inclusion-2Dand-2Ddiversity-2Dcommitment&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=koW3J_GJiZzzdkvt7CTYJukNsnFmkSdIgcEJAKnkghA&e=).
* strengthening our culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments.
* encouraging and supporting employees as individuals in an inclusive environment by embracing our differences and applying diverse and inclusive thinking to our business.
* the values of the Queensland Public Sector: customers first; ideas into action; unleash potential; be courageous; and empower people.

The department is proud to be an accredited White Ribbon Workplace. Domestic and family violence has no place in homes, communities or workplaces and we are committed to preventing violence and supporting employees affected by domestic and family violence.

At DESI we recognise, respect and value First Nations people and cultures.  We are progressing self-determination by recognising the rights and interests of First Nations people. We are investing in a culturally connected and agile organisation, with the skills and experience we need to support better outcomes for First Nations people. We are taking action in fundamental areas like employment and procurement, and by building strong and sustainable partnerships with First Nations organisations and communities. We are focused on working with First Nations people to improve service design and delivery, knowing that this will deliver better outcomes for all of Queensland.

More information on the department’s functions, focus and the type of organisation we are, can be found on our [website](https://www.des.qld.gov.au/our-department/employment).

# Your contribution

The Assistant Principal Ranger is part of a region-based Technical Support team and provides high level support to the Principal Ranger and Regional Director by leading three small teams to deliver key programs across the South East Qld Region—consistent with legislative obligations and the Region’s Business Plan.

This position leads and guides teams of specialist staff dealing with estate (tenure) management, pest & biodiversity management and park planning and evaluation. As part of the Region’s Technical Support team these teams provide specialist advice and support to operational rangers, while helping drive the delivery of strategic programs across the Region. This position also liaises closely with program-aligned central office teams that have Statewide responsibilities.

The position requires strong program management and organisational skills, initiative and experience in understanding and implementing policy and legislation. The successful applicant will have an ability to lead and support teams to deliver funded, region-wide programs. The position needs high-level negotiation, communication and stakeholder management skills to ensure the effective delivery of programs, in partnership with operational staff, across a large geographic area. An understanding or workplace, health and safety policy and procedures, and partnering with First Nations Peoples will also be an advantage.

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 DESI under the *Nature Conservation Act 1992* and *Forestry Act 1959* and other relevant legislation.

Refer to the attached Working as a [Ranger—Additional Information](#_Working_as_a) for an overview of the focus areas and general working life.

Travel statement

This position in based in Maroochydore, but may require travel to other locations from time to time, including overnight stays. For more information refer the Working in Guide and Location Guide.

# Your role

As the Assistant Principal Ranger (Planning, Biodiversity and Estate) you will:

* Lead and coordinate regional staff in a multi-disciplinary team.
* Plan, deliver and report on annual work schedules and budgets for fire management, pest management, capital works, asset maintenance and visitor management programs.
* Ensure work programs support QPWS strategic outcomes and provide feedback and input into operational policies and procedures.
* Develop systems, procedures and standards to support delivery of protected area management activities.
* Plan and manage emergency response, critical incidents, compliance and enforcement operations and ensure all staff are appropriately trained in their application.
* Ensure the accurate and timely input of information into divisional and regional reporting systems and provide advice to the Principal Ranger and Regional Director.
* Proactively build and sustain positive close relationships and consultative processes with internal and external stakeholders including members of the community, Indigenous peoples, special interest groups, other government agencies (local, state and federal) and industries relevant to the region to ensure effective fire, pest and visitor management on the protected area estate.
* Using sound administrative decision making processes, assess and provide recommendations to the delegated officer, or as the delegated officer, approve or conditionally approve applications relating to natural resource and environmental management.
* Prepare and /or coordinate, review and progress briefing notes, program plans, submissions, reports and correspondence.
* Foster a workplace culture that supports and promotes the interests of First Nations people and actively engage through our work to contribute to better outcomes for First Nations people.

# What we are looking for

We’re looking for the best suited applicant for the role. We’ll do this by assessing your eligibility and your ability to undertake the requirements of the role (including, where relevant, the way you carried out previous roles). We’ll also consider your potential to make contributions to the department and how your engagement would support our commitment to equity, diversity, respect and inclusion.

This position requires an applicant who:

* Understands and supports the organisation’s vision, mission and business objectives. Identifies broader influences that may impact on estate management. Contributes to the development of plans, strategies and team goals in line with work programs and priorities.
* Constructs and monitors project plans that have clear and appropriate milestones, goals, timeframes and budgets. Makes effective use of team capabilities and manages the logistics of providing technical support services and resources in a geographically dispersed area.
* Builds and maintains positive relationships with a range of internal and external stakeholders including colleagues, park users, interest groups and traditional owners. Works collaboratively and operates as an effective regional representative on committees and other business forums. Consults and shares information and ensures others are kept informed of progress and issues. Provides guidance and offers full support when required and constructive and regular feedback to team members.
* Behaves in an honest, ethical and professional way. Understands and complies with legislation, policy, regulatory frameworks and guidelines and is able to explain these to others. Makes decisions in the best interests of the organisation without favouritism or bias. Demonstrates initiative to progress work and commits to meeting objectives.
* Communicates confidently and clearly both orally and in writing Approaches negotiations with a clear understanding of key issues and desired outcomes. Selects the most appropriate medium for conveying information for the audience and circumstances.
* Strong knowledge and interpretation of the legislation and principles of conservation and natural resource management as they relate to protected area management, workplace health and safety, compliance and emergency response. Strong knowledge and understanding of the systems, policies and procedures that support human resource and financial management standards. Strong knowledge of data collection and management techniques for monitoring and reporting on programs.
* Contribution to workplace equity and diversity that enriches our culture of innovation, respect and inclusion.

Every staff member is expected to role model leadership behaviours. This role requires the Team Leader leadership capabilities as outlined in the [Leadership competencies for Queensland booklet](https://www.forgov.qld.gov.au/leadership-competencies-queensland).

# Eligibility requirements

## Citizenship/Visa

To be eligible for employment in this position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify the department if your right to work in Australia ceases.

## Qualifications

There are no mandatory qualifications required to undertake this position, however formal qualifications in planning, law or pest management would be highly regarded.

## Licences

It is a mandatory requirement for the occupant of this position to hold an unrestricted manual driver’s licence. You will need to provide a copy of your driver’s licence, with the original sighted prior to engagement. Employees are required to drive government vehicles, including four-wheel drives as a part of their day-to-day and field work.

## Medical requirements

To enable the department to discharge its primary duty of care under section 19 of the [*Work* *Health and Safety Act 2011*](https://www.legislation.gov.au/Details/C2021C00474), as far as reasonably practicable, the department provides vaccinations for those who may be exposed to vaccine preventable diseases. The person engaged in this role will potentially be exposed to vaccine preventable diseases throughout the course of their work, such as zoonotic diseases, and may be required to provide either evidence of vaccination, proof that you are not susceptible to these vaccine preventable diseases, or meet the requirement by attending vaccinations arranged by the department.

## Disclosure of pre-existing condition

Upon written request, an applicant is to disclose prior to their engagement any pre-existing illness or injury that could impact their ability to perform the duties of the role or has potential to aggravate a pre-existing illness or injury. It is important to note, that false or misleading disclosure under section 571C of the [*Workers’ Compensation and Rehabilitation Act 2003*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1) will result in a prospective employee not being entitled to compensation or to seek damages for any event that aggravates the pre-existing injury or medical condition.

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## Aboriginal and/or Torres Strait Islander Priority Consideration

Aboriginal and/or Torres Strait Islander priority consideration applies to this role. As an equal opportunity measure under section 105 of the [*Anti-Discrimination Act 1991 (QLD)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085), priority consideration will be given to Aboriginal persons and Torres Strait Islander persons. Aboriginal applicants and Torres Strait Islander applicants who meet the minimum requirements for this role will be invited to participate in the next selection activity.

An Aboriginal and/or Torres Strait Islander person is one who identifies as an Aboriginal and/or Torres Strait Islander person and either:

* is of Aboriginal and/or Torres Strait Islander descent; or
* is accepted as an Aboriginal and/or Torres Strait Islander by the Aboriginal and/or Torres Strait Islander community in which they live.

To enable the selection panel to confirm that you are eligible for priority consideration, the panel requires:

* your written assertion that you are of Aboriginal or Torres Strait Islander descent.

## Diverse Ability Priority Consideration

Diverse ability consideration applies to this role. As an equal opportunity measure under section 105 of the [*Anti-Discrimination Act 1991 (QLD)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085), priority consideration will be given to persons with disability. Diverse Ability applicants who meet the minimum requirements for this role will be invited to participate in the next selection activity.

To enable the selection panel to confirm that you are eligible for priority consideration, the panel requires: a [Diverse Ability Declaration](https://www.des.qld.gov.au/__data/assets/pdf_file/0022/260158/diverse-ability-declaration.pdf/_nocache) attesting that you are person with disability.

# Benefits and conditions

For a full list of benefits and conditions that come with this role please see our departmental website: <https://www.des.qld.gov.au/our-department/employment/why-work-with-us/information-for-applicants>

# How **to** apply

The selection panel will assess your ability to perform the work required of the position based on your application and other selection processes which may include an interview and/or work test. Pre-employment checks, including referee checks will be conducted.

To apply, lodge an application online at [www.smartjobs.qld.gov.au](http://www.smarjobs.qld.gov.au) that consists of the following:

* your current resume of no more than 4 pages
* a short 1-2 page statement that briefly describes why you are the best suited person for this role––noting, our department values equity and diversity so please include information that will help us understand how you could contribute to our workforce diversity.
* evidence of the above listed [**Mandatory Requirements**](#_Mandatory_requirements) to confirm your eligibility.

If you need any additional support or adjustments during the recruitment process to help you demonstrate your ability to meet the inherent requirements of the role, please contact Anthony Ross 0459 873 056.

**Submitting your application**

* Applying online through the Smart Jobs and Careers website [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 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 [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) 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 position description. If you do not have internet access and are unable to submit your application online, please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.
* Late applications cannot be submitted via the Smart Jobs and Careers website, so please allow enough 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 QSS Customer Support Team on the number above to arrange.
* Hand delivered applications will not be accepted.

**Additional information**

* Criminal history checks may be undertaken on the recommended applicant(s). A criminal conviction or charge will not automatically exclude an applicant from being considered for employment with the department. If information is received that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.
* If you are the recommended applicant, you will be required to disclose any serious disciplinary action taken against you in public sector employment.
* If you are the successful applicant, the department will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.
* A probationary period of three months will apply to external appointees.
* All newly employed public sector employees are obliged to provide their chief executive with a disclosure of employment as a lobbyist in the previous two years.
* Applications will remain current and may be considered for identical/similar vacancies, provided employment commences within 12 months of the closing date of the original vacancy.

# Working as an **A06 Ranger**- Additional information

# Characteristics of the work

* A range of work performed at this level is largely autonomous as to work priorities and the detailed conduct of the projects or tasks
* Delivery of program, project or operational outcomes in line with organisational priorities and timeframes is a characteristic of this level
* Work is guided by knowledge of relevant legislation and statutory requirements.
* This work requires a high level of understanding of the impacts of management action or inaction and the community and political implications of decisions made.
* Judgements, decisions and delegation exercised can be governed by the application of legislation, regulations or office operating instructions or procedures. While such decisions may impact on agency operations and resources, they are usually limited to the specific work area involved.
* Independent judgements, decisions and actions are required during emergency management responses particularly relating to wildfire where tactical planning and operational decisions need to be implemented in tight time frames without reference to or endorsement by higher levels of management.
* Work usually involves the leadership and management of a multidisciplinary team, many of whom may be geographically dispersed across a region where traditional means of communication can be limited.
* Work also requires the management and allocation of the logistics for providing support and resources in an environment of competing priorities.
* Work requires regular attendance at the locations of assets within a geographical area.
* Work involves liaison, negotiation and cooperation with internal and external stakeholders in order to achieve its organisational objectives.
* Managerial responsibilities would usually depend on the specific activities undertaken. Staff at this level would be expected to set, achieve and report on priorities, plan and monitor work flow, manage staffing and budget resources to meet objectives and be accountable for delivery of these aspects.
* Independent action may be exercised within constraints set by senior management but a high degree of day to day autonomy and initiative is expected
* The role requires the application of specialist technical knowledge and management and leadership knowledge and ability. Judgement is applied within organisational guidelines and parameters.

# Type of work

These positions are accountable for achieving the implementation of organisational priorities and strategic plans including programs for specialist park management initiatives. The role acts largely autonomously and plans and delivers business and operational plans relating to a range of specialist technical services and support. The role determines priorities and resource allocation. The role will provide leadership and management to a multidisciplinary team in the execution of programs or projects and be accountable for quality outcomes. Exercising excellent communication and interpersonal skills in working collaboratively with others, leading teams or individuals to achieve outcomes is important. Similarly, the application of those skills in interactions with customers and establishing and managing stakeholder relationships is a critical component of this role.

* Assist with the development and implementation of work programs that support QPWS strategic outcomes and provide feedback and input into operational policies and procedures.
* Plan, deliver and report on annual work schedules and budgets for fire management, pest management, capital works, asset maintenance and visitor management programs.
* Lead and coordinate regional staff in a multi-disciplinary team.
* Develop systems, procedures and standards to support delivery of protected area management activities.
* Plan and manage emergency response, critical incidents, compliance and enforcement operations and ensure all staff are appropriately trained in their application.
* Proactively build and sustain positive close relationships and consultative processes with internal and external stakeholders including members of the community, Indigenous peoples, special interest groups, other government agencies (local, state and federal) and industries relevant to the region to ensure effective fire, pest and visitor management on the protected area estate.
* Ensure the accurate and timely input of information into divisional and regional reporting systems and provide advice to the Principal Ranger and Regional Director.
* Using sound administrative decision making processes assess and provide recommendations to the delegated officer, or as the delegated officer, approve or conditionally approve applications relating to natural resource and environmental management.
* Prepare and /or coordinate, review and progress briefing notes, program plans, submissions, reports and correspondence.

# Behaviours and values

* Promotes organisational vision and goals.
* Exercises initiative, anticipates and develops alternative methods to achieve outcomes within available resources
* Leads and manages proactively and independently to ensure the delivery of programs, priorities, objectives and services.
* Understands and applies a very high level of knowledge and interpretation of relevant legislation such as the Nature Conservation Act 1992, Recreation Areas Management Act 2006, Forestry Act 1959, Marine Parks Act 2004 and Great Barrier Reef Marine Park Act 1975 (Commonwealth).
* Understands and applies a high level of knowledge of conservation, visitor and recreation management, pest management, fire management and cultural heritage management concepts, systems and practices relevant to the planning and management of protected area estates.
* Continues to grow and maintain knowledge in natural resource management, conservation and relevant subject matter areas.
* Demonstrates an ability in managing multidisciplinary, geographically dispersed teams to achieve high individual and team performance.
* Positively leads and manages staff to create a positive and productive work environment where others are supported and valued.
* Leads change in a positive and enthusiastic way and models appropriate behaviour and responses.
* Demonstrates the ability to safely lead and undertake duties according to procedures and policies as well as through appropriate risk management approaches as required
* Demonstrates a level commitment and ability to build and sustain effective working relationships, consult and negotiate with internal and external stakeholders.
* Uses strong project planning and management, problem solving and research skills to implement and monitor programs and projects related to agency objectives
* Demonstrates strong administrative and financial management practices.
* Applies ethical decision making and behaves in accordance with the Code of Conduct at all times.
* 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.
* Demonstrates high level written communication skills particularly with respect to development of complex submissions and reports.
* Displays excellent customer service focus and skills through demonstrated interpersonal and relationship management skills in engaging with customers and stakeholders
* Demonstrates flexibility in response to changing priorities or emerging needs.