

# Role Description

(Non-Manager)



**Our purpose – Helping South Australians Conserve, Sustain and Prosper.**

**Role Title:** Field Officer

**Division:** National Parks and Public Lands

**Classification Level:** OPS2

**Branch/Unit:** Park Operations and Community Partnerships

**CHRIS Position Number:** Various

**Reports to (Title):** Ranger, Senior Ranger

**About the Agency –** [Department for Environment and Water](#)

## About the Role

The Field Officer contributes to the implementation and delivery of works programs, projects and activities which assist with the effective operational management of parks and reserves within the District. Core responsibilities surround the management of parks and reserves, implementing works programs that contribute to the presentation of park functions and assets to ensure they provide a safe and memorable experience. The Field Officer will participate in fire and emergency response and work with key partners including volunteers, contractors, neighbours and Aboriginal communities.

## Key Role Outcomes

- Parks, reserves and Crown lands are effectively managed through the timely completion of works programs, projects and activities, including land restoration and general park management activities.
- Works programs, projects and activities are completed safely and in a timely manner and comply with approved and established safe working procedures and WHS policies and legislation.
- Plant and equipment are efficiently, and safely operated and routine maintenance is regularly undertaken.
- Deliver pest management, ecosystem rehabilitation and other relevant park management projects.

## Essential Criteria (including qualifications)

**[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]**

- Ability to use common sense and past experience to approach problems and provide options to their manager for resolution.
- Is aware of Acts, Regulations, policies and guidelines that might be needed in the resolution of a problem.
- Able to convey services and the purpose of the work area to internal and external customers and staff in a clear and respectful manner.
- Able to relate confidently to people at all levels in an organisation and work with networks and other staff to get work done.

- Allocates appropriate amounts of time for themselves and others for successfully completing the workload.
- Ability to follow procedures and document completion of work tasks.
- Demonstrates sound knowledge and experience in the operation and maintenance of plant, vehicles, machinery and equipment.
- Demonstrates a sound understanding of native vegetation and land management principles and practices including herbicide application, revegetation, bush care weed control methodologies and maintenance.
- Demonstrates the knowledge and experience to oversee general construction and maintenance of visitor facilities and parks and reserves infrastructure.
- Has knowledge and skills in the use of information technology tools and packages.

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## Key Relationships/Interactions

- Rangers, Senior Rangers and District Rangers.
- Management and employees of the Region.
- Park visitors, volunteers and contractors.
- Works collaboratively with the Country Fire Service and other land management agencies.
- Employees within the National Parks and Public Lands Division and other areas of the Department.

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## Special Conditions

- Will be required to participate in fire management or associated duties including prescribed burning and emergency operations.
- Will be required to participate on a roster system for duties associated with emergency response including on call and standby arrangements.
- Must be physically fit and will be required to undertake a fitness assessment to a minimum of “moderate” (B) level Firefighting Role Classification as per the DEW Fire Management Policy and Procedures.
- Some out of hours work may be required including weekends, public holidays and days of significant fire danger.
- May be required to work from any location within the region or any region or management unit within the state.
- Wearing a company uniform during working hours and/or when representing the department is mandatory.
- A current Provide First Aid Certificate is desirable (HLTAID001; HLTAID002 and HLTAID003).
- A current class “C” (minimum P2) driver’s licence and willingness and ability to safely operate a 4wd is essential.
- May be required to undertake intra or interstate travel including overnight absences and travel in light aircraft.
- Prior to being employed, the successful candidate will be required to provide a valid Nationally Coordinated Criminal History Check (NCCCHC), which is required to be renewed every three years. DEW will cover the cost of renewal.

- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.

Core Competencies	Elements	Behavioural Indicators
<b>Shapes Strategic Thinking and changes</b>	<ul style="list-style-type: none"> <li>• Motivating Others</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in planning common goals for the team.</li> <li>• Uses own drive to foster energy and personal sense of achievement.</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Assuming accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes own credibility by demonstrating personal and technical competence.</li> <li>• Shows initiative in moving their projects and tasks forward.</li> </ul>
<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>• Optimising Performance</li> <li>• Promoting Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>• Works collaboratively with team members to achieve set goals.</li> <li>• Actively monitors own performance and participates in performance review and development processes with their Line Manager.</li> <li>• Seeks to understand the requirements of diverse customers.</li> <li>• Works effectively at the front line with a diverse customer base.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>• Communication and Managing Conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains composure and a friendly demeanour in dealing with others.</li> <li>• Readily responds to requests for information and follows through on undertakings.</li> </ul>
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>• Displaying Flexibility and Resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Is able to switch tasks quickly.</li> <li>• Communicates setbacks to manager and continues with effectively progressing priorities.</li> </ul>

## Work Health and Safety

### Follow workplace safety procedures

- Accepts responsibility for own and other's safety.
- Identifies and reports hazards and incidents.
- Understands and applies safe work practices.

## Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).

- Actively participate in the Department’s Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure all times.

APPROVED

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