

# 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:** OPS1

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

**CHRIS Position Number:** Various

**Reports to (Title):** Senior Ranger, Ranger, Fire Operations Officer

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

## About the Role

The Field Officer is part of a team that contributes to the implementation and delivery of works programs, projects and activities which assist with the effective operational management of parks and reserves. Core responsibilities surround the management of parks and reserves, implementing works programs that contribute to the presentation of park functions and assets, supporting park visitors to ensure they enjoy a safe and memorable experience. The Field Officer participates in fire and emergency response, working 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 work 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, WHS policies and legislation.
- Plant and equipment are efficiently and safely operated and maintained.

## Essential Criteria (including qualifications)

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

- Uses common sense and past experience to approach problems and provide options to supervisors for resolution.
- Checks to ensure that procedures are followed and keeps clear detailed records of own or other's activities.
- Is able to relate confidently to people at all levels in an organisation and work with networks and other staff to deliver operational work.
- Allocates appropriate amounts of time to successfully complete tasks.
- Demonstrates ability and/or experience in the operation and maintenance of plant, vehicles, machinery and equipment.
- Demonstrates understanding of native vegetation and land management principles and practices including herbicide application, revegetation, bush care weed control methodologies and maintenance.

- Demonstrates ability and/or experience in general construction and maintenance of visitor facilities and parks and reserves infrastructure.
- Has knowledge and skills supporting the use of information technology tools and systems.

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## Key Relationships/Interactions

- Senior Rangers, Rangers and District Rangers.
- Management and employees of the Region.
- Park visitors, volunteers and contractors.
- Employees within the National Parks and Public Lands Division and across the Department.
- Representatives of key community organisations, Friends of Park groups, conservation groups and research organisations.

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## Special Conditions

- Will be required to participate in responses to state emergencies or associated duties.
- 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.
- A current class “C” driver’s licence (minimum P2) 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.
- A current Provide First Aid Certificate is desirable (HLTAID001; HLTAID002 and HLTAID003).
- Some out of hours work may be required including weekends, public holidays and days of significant fire danger.
- Wearing a company uniform during working hours and/or when representing the department is mandatory.
- Prior to being employed, the successful candidate will be required to provide a valid Nationally Coordinated Criminal History Check (NCCHC), which is required to be renewed every three years. DEW will cover the cost of renewal.
- May be required to work from any location within the region or any region or management unit within the state.
- 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>• Thinking and Acting Strategically</li> </ul>	<ul style="list-style-type: none"> <li>• Reflects on the direction and progress of their work against set goals.</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Delivering Effective Outcomes</li> <li>• Assuming Accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Works with Line Manager to solve problems and overcome challenges.</li> <li>• Willingly accepts responsibility for own work.</li> </ul>

<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>• Optimising Performance</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> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>• Communicating 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 their 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 at all times.

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