

# Role Description

<b>Position title</b>	Ranger (Ind Id)	<b>Job Ad Ref (JAR)</b>	QSS use only
<b>Type of vacancy</b>	Permanent Full-time	<b>Closing date</b>	QSS use only
<b>Division/Service area</b>	Central Region Northern Parks and Forests Queensland Parks and Wildlife Department of Environment and Science	<b>Location</b>	Boodjamulla National Park
<b>Classification</b>	OO4	<b>Contact officer</b>	Jason Bruce Ranger in Charge Phone: (07) 4748 5598
<b>Salary Range</b>	QSS use only	<b>Total remuneration</b>	QSS use only

This Identified role is to be filled by an Aboriginal and/or Torres Strait Islander person as permitted by and arguable under section 25 of the *Anti-discrimination Act 1991 (Qld)*.

## Working for the Department of National Parks, Sport and Racing

When you work for the Department of National Parks, Sport and Racing (NPSR), you will undertake important work that will contribute to our vision of Queenslanders being enriched and connected through healthy parks and active lifestyles.

NPSR delivers its services through three areas:

- **National Parks** — we protect and manage our parks, forests and the Great Barrier Reef for current and future generations.
- **Sport** — we aim to ensure that Queenslanders lead active and healthy lifestyles through participation in physical activity.
- **Racing** — we administer legislation related to the Racing Industry and manage programs to support Queensland Racing.

NPSR has a culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments. As an NPSR 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.

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

As one of six regions of the Queensland Parks and Wildlife Service the Central Region spans from Gladstone to Townsville, extending west to the Northern Territory border and north to the Gulf of Carpentaria.

The Region's network of parks and forests includes a full diversity of environments from rainforests to deserts, urban to extremely remote areas, the World Heritage listed Riversleigh Fossil Sites, Ramsar listed wetlands, and critically endangered species like the hairy-nosed wombat.

Central Region is organized in two areas: Capricorn and Central West, along with a Technical Support Unit. The Areas provide management of the QPWS estate and engage with and involve Traditional Owners and stakeholders in

management. Technical Support provides support to the Areas in regional strategy and coordination of fire, pest, visitor and asset programs and the management of estates issues.

A Location Guide relevant to this vacancy is included as a separate document as part of this application pack. However, it is strongly recommended that interested applicants contact the Ranger in Charge on (07) 4748 5598 to discuss working at Boodjamulla.

More information about our department is available from, [Department of National Parks, Sport and Racing](http://www.npsr.qld.gov.au), ([www.npsr.qld.gov.au](http://www.npsr.qld.gov.au)).

For information on the benefits and conditions of working for NPSR and the application process visit the [Employment — Department of National Parks, Sport and Racing](http://www.npsr.qld.gov.au/about/employment) ([www.npsr.qld.gov.au/about/employment](http://www.npsr.qld.gov.au/about/employment)).

## 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 NPSR 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.

This role focusses on all operational areas however visitor and asset management are a significant aspect of the work. As Boodjamulla is a remote north western park it is important that you are capable of living and working closely with others and are prepared, at times, to be isolated. The park has its own water, sewerage and power systems and provision of essential services is a regular activity undertaken by Rangers living onsite

## Duties of the role

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

1. Carry out park management duties including plant operation and maintenance, natural and cultural resource management, project management, fire management, weed and pest control and the development and maintenance of park infrastructure.
2. Assist with the development and implementation of annual work programs for recreational and infrastructure development including the allocation of resources within a limited budget.
3. Perform compliance and enforcement tasks on suspected breaches of relevant acts and permit compliance. Assist senior staff and staff from other Agencies with investigations as required.
4. Perform general public contact duties including answering enquiries and providing advice, park patrols and undertake liaison with various stakeholders as required.
5. Follow and assist in emergency response procedures including natural disaster contingency plans, wildfire response procedures, search and rescue procedures and medical emergency procedures.
6. Participate in a team and assist with the supervision of subordinate staff, students and volunteers and implement and monitor workplace health and safety, staff performance management measures and equal employment opportunity principles and practices.
7. Undertake administrative duties such as compiling and maintaining maintenance records and procurement of goods and services.

## Key attributes

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

1. **Supports Strategic Direction**—Understands the organisation's purpose and takes time to learn policies, regulations and standard operating procedures. Thinks and plans ahead, and informs supervisor of potential issues that may impact on colleagues or work tasks.

2. **Achieves Results**—Uses a range of tools and techniques to manage operational projects and achieve outcomes and deadlines. Analyses problems and develops logical options and solutions to address issues. Performs under limited direction from supervisor and copes effectively with changes in circumstances.
3. **Supports Productive Working Relationships**—Builds and sustains relationships with team members, customers and stakeholders. Provides courteous, prompt and professional service to customers. 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. Actively manages own safety, contributes to and promotes safety of others.
5. **Communicates with Influence**—Proactively engages with customers to enhance their park experience and ensure compliance. Seeks to understand customer needs and responds through effective use of resources, skills and techniques.
6. **Technical/Knowledge**—Knowledge and understanding of the principles of conservation and natural resource management as they relate to workplace health and safety, finance, compliance and emergency response. 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 skills in using basic 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 current manual driver's licence or be prepared to obtain one.

### 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.

### Identified role

This role is designated as Indigenous Identified. Under s.25 of the *Anti-Discrimination Act 1991 (Qld)*, it is a genuine occupational requirement for the incumbent to be an Aboriginal and/or Torres Strait Islander person. An Aboriginal and/or Torres Strait Islander person is one who:

- a) Identifies as an Aboriginal and/or Torres Strait Islander person and either
- b) Is of Aboriginal and/or Torres Strait Islander descent, or
- c) Is accepted as an Aboriginal and/or Torres Strait Islander by the Aboriginal and/or Torres Strait Islander community in which he or she lives.

To allow the panel to confirm you are eligible to be considered for this Indigenous Identified role, the panel may either:

- a) accept your written assertion that you are of Aboriginal and/or Torres Strait Islander decent, or
- b) obtain from you, as part of your formal application, documentary evidence attesting to your aboriginal and/or Torres Strait Islander decent. Full details and a Statutory Declaration are available in the [Commission Chief Executive Guideline 02/13: Evidence of Attribute – Aboriginal and/or Torres Strait Islander Identified Roles](https://www.qld.gov.au/gov/system/files/documents/evidence-of-attribute-20062013.pdf?v=1455001546) (<https://www.qld.gov.au/gov/system/files/documents/evidence-of-attribute-20062013.pdf?v=1455001546>)

## Additional Factors

During and after ceasing employment with NPSR, 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.

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.

## 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.

For further information on what to provide in your response and resume refer to [Employment - Department of National Parks, Sport and Racing](#), ([www.npsr.qld.gov.au/about/employment](http://www.npsr.qld.gov.au/about/employment)).

## How to apply?

Applying online through [Smart jobs and careers](#), ([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.

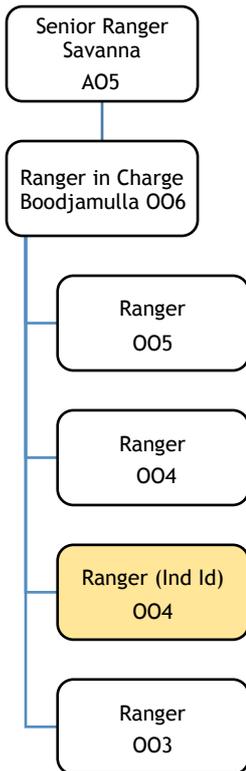
If you experience any technical difficulties when accessing Smart Jobs, please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online, please contact the Applications Processing Team on (07) 3021 5450 or (07) 3021 5465, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via [Smart jobs and careers](#), 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.

Hand delivered applications will not be accepted.

## Organisational structure



## Working as a OO4 Ranger—Additional information

### Characteristics of the work

- Work is performed independently with guidance from superiors received for those aspects of work which involve new or complex techniques or relate to areas outside the position's normal knowledge base.
- Duties are performed with limited supervision delivering a variety of task outcomes which require a sound knowledge of standards, practices and procedures and the application of skills obtained through training and experience and/or formal vocational development.
- Interpretation of guideline material and documented precedents and the application of judgement may be required in the determining of solutions to problems.
- Some tasks may be of a complex nature and operate equipment which requires specific levels of skills, training and experience at an advanced trade-equivalent level and not subject to licensing required of other trade categories.
- Work outcomes and the quality standard of work are produced and involve the judgement in deciding how tasks are performed and completed.
- Employees may manage or supervise the allocation of work and the work of others.
- Initiative in accomplishing objectives may be required to be exercised either on an individual basis or in a multi-disciplinary unit.
- The position may be likened to that of a 'leading hand' in the delivery of manual tasks and projects.

### Type of work

These positions generally act quite autonomously and are responsible for the standard of work performed and delivery of outcomes. As such, they will assist with developing project plans by working out project schedules, project resourcing and typically leading the execution of work on-the-ground. This includes the selection and use of appropriate techniques and equipment and involves the application of high levels of 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 to achieve outcomes with customers, colleagues and stakeholders is an important component of this role.

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

- perform general public contact duties including answering enquiries and providing advice, park patrols and undertake liaison with various stakeholders as required
- carry out park management duties including plant operation and maintenance, natural and cultural resource management, project management, fire management, weed and pest control and the development and maintenance of park infrastructure
- assist with the development and implementation of annual work programs for recreational and infrastructure development including the allocation of resources within a limited budget
- 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
- follow and assist in emergency response procedures including natural disaster contingency plans, wildfire response procedures, search and rescue procedures and medical emergency procedures
- participate in a team and supervise small groups of subordinate staff, students and volunteers as required.
- implement and monitor workplace health and safety, staff performance management measures and equal employment opportunity principles and practices
- undertake administrative duties such as compiling and maintaining reports and records and the procurement of goods and services using computers and technology.

At this level, there is the introduction of the specialty functions within the fire, pest, estate, public contact/interpretation and asset management areas. See the Career Pathways Matrix for further guidance on these.

### Behaviours and values

- Works productively both independently and as a member of a team or as a supervisor to ensure set tasks, projects or outcomes are delivered.
- Behaves in accordance with the Code of Conduct at all times.
- Displays sound customer service skills through demonstrated interpersonal skills and a demonstrated desire to help, educate and promote parks.
- Demonstrates the ability to safely undertake duties according to procedures and policies as well as through appropriate risk management approaches as required. Actively trains and monitors others in safe working practices.
- Works productively to complete work objectives as planned or in response to emerging needs, either independently or as an effective member of a team.
- Follows established work processes and practices 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. Willingly shares knowledge with others.
- Embraces and promotes nature-based recreation and an outdoor lifestyle.
- Successfully solves work problems in a timely manner and keeps supervisor informed.
- Prioritises activities to meet customer and team needs.
- Embraces change in a positive and enthusiastic way and positively promotes change to others.
- Approaches needs of team and organisation in a responsive, 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 in accordance with relevant legislation and organisational policies and procedures and as they relate to workplace health and safety, finance, compliance, and emergency response.