

If you are interested in a career in tourism in DEC please visit our website for current vacancy details and general information at www.dec.wa.gov.au.

Seasonal employment

DEC employs seasonal conservation employees for general operations and wildfire suppression on lands it manages. Employment may occur from September through to April, however specific time frames vary. Seasonal conservation employees must be willing to work outdoors, particularly in hot and uncomfortable situations, work away from home for short periods, and be available for weekend and irregular hours of work. Employment is through the local district offices and inquiries should be directed to the office location you are interested in. Please visit DEC's website at www.dec.wa.gov.au for contact details.

Volunteers

The department operates a variety of volunteer projects including scientific research, community education and manual labour with volunteers needed in the field and the office. Volunteers aged 16 years and over are registered, insured against personal accident and given guidance and training. People under 16 may take part in volunteer activities, but will need parental permission and supervision.

Projects are carried out almost anywhere in the state. Some are in marine environments, but most are land-based. Accommodation is generally not available in remote locations.

For more details on current projects available for volunteers, please visit www.dec.wa.gov.au/volunteerprograms or contact:

Volunteer Coordinator
Department of Environment and Conservation
Locked Bag 104
Bentley Delivery Centre WA 6983
Telephone: (08) 9334 0251
[International +61 8 9334 0251]

Work experience programs

Work experience is a non-paid learning program for students and others, which provides work-based experience in vocational areas and an opportunity to explore the workplace and learn about the department and how it relates to the community. It also assists the individual to make decisions about future employment.

Work experience programs for individuals may be limited to one or two weeks depending on availability and demand.

Work experience placements are subject to departmental convenience and placements will only be accepted where there is capacity to provide appropriate supervision and support.

For work experience in the metropolitan area please contact People Services Branch on (08) 9334 0222.

For work experience outside the metropolitan area please contact the district office in the area you are interested in. District and work centre telephone numbers are available from www.dec.wa.gov.au.

For work experience in a national park please contact DEC's State Operations Headquarters in Kensington on (08) 9334 0333 for a list of addresses for all the national parks. You can then contact the park ranger directly.

Please note that work experience is not offered in wildlife protection as work in this area is often confidential and risky. Work experience is also not offered in animal care. Please contact the Volunteer Coordinator for information on animal Rehabilitation Centres.



Department of Environment and Conservation



Our environment your future

Thank you for your inquiry relating to employment with the Western Australian Department of Environment and Conservation (DEC).

DEC is the state government agency responsible for protecting and conserving the environment on behalf of the people of Western Australia. This includes managing WA's national parks, conservation parks, marine parks, nature reserves and state forests and the plants and animals that live in these areas. DEC manages these lands and waters on an ecologically sustainable basis to ensure that today's needs are met without compromising the opportunities for future generations to enjoy the rich diversity of WA's environment. It also contributes to the development of environmental protection policies, manages the environmental impact process and carries out regulatory functions to achieve improved environmental outcomes.

DEC employs people with varied skills from office administration and accounting to environmental biology. Positions are generally advertised and then filled through a competitive merit-based selection process based on the relative suitability of the candidates. Applicants are required to submit an application that includes all the necessary information for each advertised vacancy.

Advertisements for vacancies generally appear in the Government Appointments Section of *The Weekend West* and on the WA Government Job Board (which is available online at www.jobs.wa.gov.au) throughout the year. These advertisements will contain details about the salary, essential qualifications and experience, and instructions on how to lodge your application.

Current vacancies are also listed on DEC's website at www.dec.wa.gov.au. International applicants are encouraged to view our overseas information at www.dec.wa.gov.au/internationalapplicants for more information on DEC employment.

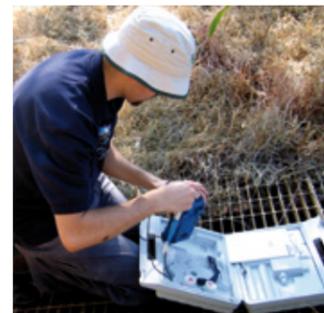
We hope you find this information package helpful and welcome your inquiries. For more information contact:

**Department of Environment and Conservation
People Services Branch
Telephone: (08) 9334 0222
Fax: (08) 9334 0478
Email: PeopleServices@dec.wa.gov.au**

Thank you for your inquiry.



Department of Environment and Conservation



A career that suits your lifestyle

DEC employs about 2,000 staff in Perth offices and regional and district cities and towns as well as in some of the most remote areas of WA. Staff work in the field, in offices and in laboratories, on a range of programs and projects dealing with environmental protection, plants and animals. Every DEC employee plays an important role in conserving and protecting the state's environment and contributes to a range of biodiversity and conservation initiatives.

Working for DEC also brings financial and personal benefits such as:

Financial incentives:

- an attractive salary packaging scheme to reduce the tax you pay
- superannuation
- a subsidised corporate wardrobe
- a National Park Entry Pass and subscription to DEC's conservation, parks and wildlife magazine *LANDSCOPE*.

Personal incentives

As an equal opportunity and family-friendly employer, DEC offers its staff:

- flexible working arrangements including full time, part time, casual, contract and working from home opportunities
- flexible hours
- access to rostered days off
- 22 days paid holidays a year
- 13 weeks paid holidays for every seven years of service
- comprehensive health and lifestyle programs
- access to 14 weeks' paid parental leave, with further unpaid parental leave available
- opportunity for staff to acquire up to an additional eight weeks leave to cover for childcare in school holidays, travel, study etc
- entitlement to 15 days personal/carer's leave each year
- the opportunity to take career breaks by structuring your salary so you can work for four years and take the fifth year off paid
- access to confidential professional external support services.

Career development

To enhance their career development DEC employees have access to:

- an international exchange program
- scholarships
- study leave including subsidised fees and study materials
- well-established learning and development programs
- the opportunity to develop skills and gain experience in a vast range of roles
- the opportunity to work in beautiful locations throughout Western Australia

- on-the-job experience under the guidance of certified trainers and the opportunity to obtain recognised technical and further education qualifications through DEC as a Registered Training Organisation.

Additional regional incentives:

- five days of extra holidays for working in the state's north-west
- free flights from selected regional areas when taking leave in certain regional areas
- subsidised housing in certain regional areas.

The department actively pursues equal opportunity in employment and encourages all people to apply. It is also committed to employing Aboriginal people, recognising that the achievement of departmental responsibilities, functions and objectives can be attained and enhanced by the participation and contribution of Aboriginal people.

Graduate recruit opportunities

Each year, DEC recruits suitably qualified people to take part in its Graduate Development Program. Graduates are placed in positions around the state and receive on-the-job and competency-based training.

DEC's graduates are employed in a wide range of roles such as national park rangers, marine conservation officers, wildlife officers, environmental officers, research scientists, policy officers, technical officers, project officers, planning officers and many more.

The minimum qualification for acceptance into the program is a tertiary degree qualification in a relevant discipline. Some consideration will also be given to Certificate IV qualifications in the environment and conservation field.

DEC's Graduate Development Program is usually advertised in September each year, in *The Weekend West* newspaper, on the WA Government Job Board at www.jobs.wa.gov.au and on DEC's website at www.dec.wa.gov.au.

Employment positions

DEC requires people with many skills and qualifications to carry out its work. The department requires people with qualifications for positions such as:

- cartographers
- botanists
- laboratory technicians
- agricultural scientists
- biologists
- environmental officers
- biometricians
- soil scientists
- editors
- graphic designers
- landscape architects
- educators
- policy and planning officers

- accountants
- economists
- journalists
- managers.

It also employs people in areas such as finance, information technology, administration, human resources, mapping, records, tourism, marketing and customer service and many other areas. Positions are advertised in *The Weekend West*, on the WA Government Job Board and on DEC's website at www.dec.wa.gov.au.

National park rangers

A ranger's role involves implementation of agreed nature conservation, parks and visitor services and environmental regulation works programs in and around specified parks or protected areas. They are required to undertake day-to-day operations within the protected area, including liaison with stakeholders and coordination of volunteer and external work crews.

A ranger must have ability to or demonstrated experience in construction and maintenance, carrying out routine maintenance duties, including the use of hand tools, power tools, chainsaws and small engines and good interpersonal skills with an ability for or experience in liaison with the public, commercial tourism operators, community groups, Indigenous groups and other stakeholders.

Environmental officers

An environmental officer applies environmental policies, codes of practice and regulatory instruments to manage a range of environmental issues. The role involves investigating (including field work) and advising on the environmental performance of specific activities and programs.

An environmental officer must possess a Bachelor of Science degree in a relevant discipline or approved equivalent qualification.

Wildlife officers

The role of a wildlife officer involves delivering compliance services, leading investigations, conducting nature protection issue and licence assessments, advising on nature protection issues generally and assisting in the management of interactions between the public and wildlife.

Wildlife officers are required to lead and conduct investigations to detect, deter and apprehend unlawful wildlife and clearing activity related to biodiversity and nature protection on all land and waters.

To become a wildlife officer, considerable experience in conducting criminal investigations and knowledge of the general principals and procedures associated with the preparation of full briefs of evidence for criminal prosecutions and a current police clearance certificate demonstrating no criminal conviction is required.

Entry Level Clerical Appointment Pool

The Entry Level Clerical Appointment Pool is a register of people who are available and have suitable skills for entry level (Level 1) clerical employment opportunities in the Western Australian Public Sector. Recruitment and selection is carried out by the Department of the Premier and Cabinet's Public Service Commission (PSC). Registration in the Entry Level Clerical Appointment Pool means you are eligible to be referred for entry level positions in the department and other agencies in the public sector. Registration in the Appointment Pool does not guarantee employment and most of positions will be in the Perth metropolitan area. For more information please contact the PSC on (08) 9219 6000 or visit the website at www.publicsector.wa.gov.au.

Careers in tourism

DEC is the largest provider of nature-based tourism opportunities in WA. DEC-managed lands cover more than 27 million hectares of some of the most ancient landscapes you will find anywhere in the world, and receive about 11 million visits each year. More than 300,000 people also take part in activity programs around the state, which are designed to encourage people to get out and enjoy being in the natural environment and enrich their experiences when they are there.

One of DEC's main roles as a conservation agency is to deal with, and provide for, public involvement, visitation and appreciation of the natural environment of the lands and waters it manages, including:

- providing, managing and maintaining appropriate access to recreation opportunities and visitor facilities
- designing and initiating educational and interpretive activity programs, which enrich visitor experience and help develop greater community awareness and support for parks, natural areas, nature-based tourism and recreation services and policies.

Employees who undertake these activities include:

- national park rangers
- interpretation officers
- information officers
- parks and visitor services coordinators
- marketing and promotions officers
- Aboriginal heritage officers
- marine rangers
- customer service officers.

DEC has a Tourism and Marketing Section which is responsible for:

- the department's state-based marketing and promotional activities for parks and visitor services
- providing advice and support on business planning to field staff determining visitor services opportunities with revenue-generating capabilities
- licensing commercial activities on DEC-managed lands and waters.