

**POSITION DESCRIPTION**

<b>Role Title</b>	<b>Marine Operations Officer</b>
<b>Name:</b>	
<b>Reports To:</b>	Healthy Country Program Manager
<b>Supervises:</b>	Vessel crew, passengers and rangers as directed.
<b>Position Summary:</b>	Act as Master of the Dambimangari Ranger Patrol Vessel with an emphasis on the upskilling and professional mentoring of DAC Rangers and staff involved with marine activities.
<b>Duties and Responsibilities</b>	<p><b>Vessel Operation and Maintenance</b></p> <ul style="list-style-type: none"> <li>○ Responsible for the operation, maintenance and care of the DAC ranger vessel.</li> <li>○ Assist with the day to day operations, preparation, administration, scheduling and logistical support for field operations. Perform any necessary maintenance and repairs or arrange where required.</li> <li>○ Maintain a safe work environment and be prepared to take action to ensure safety of crew and passengers.</li> </ul> <p><b>Ranger Program Delivery</b></p> <ul style="list-style-type: none"> <li>○ Work with DAC Rangers and staff in leading expeditions in Dambimangari land and sea country (along the Kimberley coastal areas), including to remote locations, associated with completing the marine and Healthy Country work program and targets.</li> <li>○ Support the delivery of fee-for-service contracts and projects as directed.</li> <li>○ Ensure compliance by Rangers with DAC Policy and Procedures at all times, including the promotion of safe working practices and instruction of Rangers in OSH policy and procedures.</li> </ul> <p><b>Staff Training, Development and Mentoring</b></p> <ul style="list-style-type: none"> <li>○ Provide training and assist with the development of rangers and relevant DAC staff to be able to safely and effectively operate, maintain and repair vessels &lt;12m.</li> <li>○ Liaise with the Ranger Coordinator and accredited training facilitators to support, encourage and assist Rangers to complete scheduled training courses and develop their professional and personal skills as required.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>○ Accurately record any required information regarding vessel operations or training as required.</li> <li>○ Develop safety management and reporting systems to support the vessel's certificate of survey and operation.</li> <li>○ Develop and assist with the implementation of policy and standard operating procedures.</li> <li>○ Record and report all equipment and personal incidents.</li> <li>○ Operate within budget requirements and display responsible and effective financial management of any allocated funds.</li> </ul> <p><b>Teamwork and Relationships</b></p> <ul style="list-style-type: none"> <li>○ Work effectively in your role to maintain supportive, cooperative and positive relationships with Dambimangari Aboriginal Corporation team and with other external agencies and suppliers.</li> <li>○ Increase the presence of the Dambimangari Rangers within Dambimangari sea country, including liaison, networking and support with other operators and state agencies, such as Fisheries, DBCA and Maritime Safety.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>○ Maintain effective and respectful verbal and written communication with team</li> </ul>

	<p>members, other agencies and visitors at all times.</p> <ul style="list-style-type: none"> <li>○ Attend meetings and training sessions as required and provide reports to the Board of Directors through the Healthy Country Program Manager and the CEO.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>○ Perform other duties as required and directed by DAC Management</li> <li>○ Abide by all policies of the DAC, including Drug and Alcohol Policy.</li> </ul>
<p><b>Level of Authority</b></p>	<p>Conduct duties as per procedures and advise of any issues.</p>
<p><b>Essential Skills, Experience and Qualifications:</b></p>	<p><b>Skills, Experience and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated understanding and knowledge of Aboriginal social and cultural challenges in Northern Australia and a willingness to provide community empowerment, training and development.</li> <li>2. Experience in working in a remote location safely.</li> <li>3. Qualified and experienced skipper able to act as master of the 10m GM Air Rider vessel.</li> <li>4. Have high-level Marine Operations Experience</li> <li>5. Train others, with demonstrated experience as a trainer</li> <li>6. Experience travelling up to 2-week long expeditions in remote locations with limited and basic camp facilities is required.</li> <li>7. Demonstrated experience in project administration including the development of standard operating procedures and safety management systems.</li> <li>8. Proficiency in MS Office computing packages and experience managing emails and an ability to produce written reports where necessary.</li> <li>9. Possess and maintain a level of physical fitness and willingness to work in remote areas, on weekends and public holidays for extended periods (up to 3-weeks).</li> <li>10. Knowledge of the National Standard for Domestic Commercial Vessels and relevant legislation</li> <li>11. Proven experience and skills leading a team of staff, demonstrating an ability to work effectively as part of a team.</li> <li>12. Well-developed interpersonal and oral communication skills with an ability to communicate with the team and represent the organisation effectively with external agencies.</li> <li>13. Well-developed organisational skills, including self-motivation and an ability to organise a team to implement program outcomes.</li> <li>14. Possession of a current AMSA NC1 Coxswain and MED2 Near Coastal certificate of competency and considerable experience and knowledge of the operations of vessels &lt;25m in length.</li> <li>15. Possession of a current valid WA Driver's Licence(or ability to obtain), a Working with Children Check (WWC) and a National Police Clearance or an ability to obtain one.</li> </ol>
<p><b>Desirable Skills, Experience and Qualifications:</b></p>	<p><b>Skills, Experience and Knowledge:</b></p> <ol style="list-style-type: none"> <li>16. Previous experience living, working or touring the Kimberley Coastline.</li> <li>17. Experience and/or qualifications within the natural resource management field or similar</li> <li>18. Demonstrated experience working in/with Aboriginal communities (including rangers, land managers and IPAs), managing small teams and/or coordinating on-ground natural or cultural resource management projects.</li> <li>19. Understanding of native title and land tenure, community governance and personal development processes.</li> <li>20. Technical or trade skills relevant to the ranger program (i.e. construction, fire and weed management, GIS, cultural mapping, plant and animal identification or small engine maintenance)</li> <li>21. Knowledge and understanding of EEO and Occupational, Safety and Health principles and practices.</li> </ol>



**MARINE OPERATIONS OFFICER**



**Acknowledgement  
and Agreement:**

Employee Signature:

Date:

CEO Signature:

CEO Name: \_\_\_\_\_

Date: