



SUPERINTENDENT

Position Number: Various Level:

Superintendent

ANZSCO: 139112

JOB DESCRIPTION FORM

THE ROLE

- Leads the effective delivery and development of emergency management services and programs within the region or function.
- Identifies and implements changes to achieve best practice with all service delivery responsibilities, work practices and the effective use of human and physical resources which contribute to building community resilience.

REPORTING RELATIONSHIPS

ORG STRUCTURE

OPERATIONS / OPERATIONS SUPPORT AND CAPABILITY

THIS ROLE REPORTS TO

Role: Chief Superintendent (Various) or Assistant Commissioner

POSITIONS THAT REPORT TO THIS ROLE

Role: District Officer (Various)
Station Officer (Various)
PSMA Officers (Various)

ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services (DFES) performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property. Supported by an extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

SPECIFIC RESPONSIBILITIES

Employees are required to undertake all duties and responsibilities in accordance with the Department's Code of Conduct, Policies/Procedures and relevant legislation.

1. Provides leadership, strategic planning and policy development.
2. Manages, coordinates and reports on performance, financial and other resource utilisation in accordance with sound business practices and corporate objectives.
3. Develops and maintains positive relationships with stakeholders to ensure optimum service.
4. Identifies strategic and operational risk priorities and develops treatment option plans and actions for the identified risks.
5. Undertakes various on-call strategic emergency management roles for State and Regional emergencies, including the requirement to attend and take operational command of major incidents or emergency operations as necessary.
6. Provides leadership and exercises operational command and control functions during emergency operations.
7. Provides policy, process and procedural governance over state-wide emergency coordination and emergency management.
8. Represents DFES on State and National committees as required.
9. Responsible for applying OH&S, EEO and business governance principles and practices in all aspects of this role.
10. Ensures a high standard of operational preparedness, including development and review of emergency response plans and the training and development of employees and volunteers within the region.
11. Undertake other duties as required

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL PRE-REQUISITE

1. Accredited Level 2 Incident Controller or Endorsed DFES Level 2 Incident Controller or equivalent.
2. Possession of Certificate IV or higher qualification in a relevant emergency management field, or equivalent appropriate skills and experience which would allow for recognition of Certificate IV through the DFES recognition of prior learning process.
3. C Class Driver's Licence

ESSENTIAL

1. Demonstrated effectiveness in communication, negotiation and consultation with internal and external stakeholders.
2. Broad experience in identifying and implementing change to achieve best practice in all service delivery responsibilities, work practices and in the effective use of human and physical resources.
3. High level and current experience in major emergency incident command and management.
4. Experience of working effectively with a wide range of stakeholders including, fire and emergency service volunteers, Police and other Government Agencies.
5. Demonstrated knowledge of contemporary community centred emergency risk management principles, policies and arrangements.

DESIRABLE

1. Post Graduate qualification in management or equivalent.

POSITION INFORMATION

LOCATION: Various – Metropolitan and Country

SPECIAL CONDITIONS: The successful applicant will be required to work after hours and on weekends as part of a 320/8 Non – rostered shift work and will be required to participate in an on call roster.

Employees in this position will be required to undertake regular intrastate and/or interstate travel (by air and/or road).

As the Department is in the transition to revised standards of operational, managerial and academic requirements for the rank of Superintendent, employees promoted to the rank of Superintendent will be required to complete the agreed Personal Development Plan to satisfy the Superintendent qualifications and competencies as defined in the Professional Pathways Program which includes attaining post graduate qualifications and Endorsement as Level 3 Incident Controller.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.


Authorised and signed by:


DEPUTY COMMISSIONER OPERATIONS

DIRECTOR HUMAN RESOURCES

Name: Lloyd Bailey AFSM

Name: Karen Roberts

Signature: 
Date: 25.11.15

Signature: 
Date: 26.11.15

JDF REGISTRATION

This Job Description Form (JDF) was registered by

Name: Sue Eccles

Signature: 

Title: RECRUITMENT COORDINATOR

Date: 26-NOVEMBER-2015