



REGIONAL COORDINATOR VMRS
Position Number: 6133 & 6135 Level: 6
ANZSCO: 511112

JOB DESCRIPTION FORM

THE ROLE

Regional Coordinators are responsible for the management of all resources under their control to ensure effective operational capability and support, based on comprehensive emergency management principles.

They ensure the efficient and effective management of the State’s human, financial and information resources to achieve the prevention, preparedness, response and recovery outcomes as required by their Manager.

REPORTING RELATIONSHIPS

ORG STRUCTURE **CAPABILITY**
OPERATIONS CAPABILITY
MARINE SERVICES

THIS ROLE REPORTS TO

Role: Manager Volunteer Marine Rescue Services (P2413) Level: 7

POSITIONS THAT REPORT TO THIS ROLE

Role: Nil

ABOUT US

As Western Australia’s leading hazard management agency, the Department of Fire and Emergency Services 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.

- Ensures that a safe working environment is maintained for colleagues and visitors to the workplace by reporting any hazards identified, actively participating in health and safety issues, reporting accidents and near miss incidents promptly, adhering to safety rules.
- Contributes to the strategic management of Operational Portfolio as a part of the Directorate Team and implements strategic initiatives to achieve determined objectives of DFES.
- Manages community centred emergency management activities related to the Directorate responsibilities.
- Responds to emergency operations as part of an Incident Management Team.
- Contributes to the development of appropriate policies and strategies for volunteer marine rescue services on a Regional basis and implements them as required.
- Develops and maintains professional working relationships with all stakeholders, to continuously improve and ensure optimum service delivery.
- Provides effective leadership, management administration and training support including volunteers and staff.
- Manages and contributes to the human, physical and financial resources of the area to ensure that appropriate operational standards are achieved.
- Applies environmentally sound policies by applying practices and procedures in volunteer marine rescue services.
- Prioritises, organises, coordinates and makes decisions according to the business plan to meet identified targets.
- Undertakes other duties as assigned.

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 PREREQUISITES:

1. An applicant must hold minimum marine qualifications of either Restricted Coxswain, or Coxswain or hold a Volunteer Marine Rescue approved equivalent certification.
2. A current Australian Driver's License (C Class minimum) which must remain valid for the duration of employment.

ESSENTIAL CRITERIA

1. High level communication and interpersonal skills.
2. Well-developed leadership and management skills including financial, human and physical resources.
3. High level competence in emergency related incident management including MARSAR operations
4. Demonstrated ability to apply and provide policy advice.
5. Demonstrated extensive experience and knowledge of the fire and emergency services industry, including understanding of the role of volunteers, local government and other stakeholders in an emergency services environment.
6. Proven conceptual, analytical and problem solving skills.
7. Demonstrated training and assessment skills.

POSITION INFORMATION

LOCATION: Cockburn Central

SPECIAL CONDITIONS: This position is required to perform 300 ordinary hours work on weekends and evenings often travelling to regional Western Australia and a 12% annualised hours allowance is applicable. This allowance is subject to annual review and can be removed/revised.

The Department is an emergency services organisation and all employees may be required to work outside of normal business hours to assist with emergencies.

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:

MANAGER MARINE RESCUE SERVICE

Name: Mark Eatts

Signature: Mark Eatts

Date: 6 Sep 16

DIRECTOR HUMAN RESOURCES

Name: Karen Roberts

Signature: Karen Roberts

Date: 6.9.16

JDF REGISTRATION

This Job Description Form (JDF) was registered by

Name: Kate Williams Coomer

Signature: Kate Williams Coomer

Title: Human Resources officer

Date: 6.9.16

