



# Job Description Form

## 1. Position Details

<b>Position Title</b> Fire Operations Officer			<b>Position Number</b> POOL
<b>Level/Grade</b> Level 3 or 4	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSGA 2014	<b>Effective Date</b> 28 December 2017
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Branches / Regions across the state	
<b>Section</b>		<b>Location</b> Variable regional and metropolitan locations in WA	

## 2. Reporting Relationships

<b>Position Title</b> District or Regional Manager	<b>Level/Grade</b> Level 6 or 7 or Level 8
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Responsible to

<b>Position Title</b> District Fire Coordinator or Regional Leader Fire Management	<b>Level/Grade</b> Level 5 or 6 or Level 6 or 7
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Responsible to

**This position**

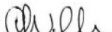


Officers under *direct* responsibility

<b>Position Title</b> Supervision of variable range of officers and employees according to works program	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>
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Department of Biodiversity,  
Conservation and Attractions

REGISTERED JDF

HR OFFICER: 

28 Dec, 2017

Other offices reporting directly to this office

<b>Position title</b> Variable	<b>Level/Grade</b>
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## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under direction (Level 3) or general direction (Level 4):

- Participates in the Fire Management Development Program (FMDP).
- Assists in (Level 3) or responsible for (Level 4) the management of work teams, and the organisation of allocated fire management works programs.
- Liaises with regional, district and Fire Management Services Branch personnel to assist in preparing and planning works programs within agreed timeframes. The position holder also liaises with stakeholders associated with fire management programs.
- Responsible for preparing records on achievements in fire management program as per Fire Management Services Branch reporting requirements.

This FMDP position is part of a special development program, where fire competencies, knowledge and experience are acquired across all aspects of fire management in a broad range of physical settings across the state. The position holder will be allocated to a branch, region or district within the Regional and Fire Management Services division and **will be required to relocate** to other branches, regions and districts in order to acquire the skills, knowledge, experience and competencies required of the program.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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## 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under direction (Level 3) or general direction (Level 4):

### **FIRE MANAGEMENT DEVELOPMENT PROGRAM (45%)**

1. Participates in the fire management development program which allows for the acquisition of skills, knowledge, experience and competencies in fire behaviour and management across the state, taking into account such variables as:
  - vegetation types - forest, woodland, rangeland, coastal heath lands, hummock grasslands;
  - landscape and topography;
  - fuel possibilities - mixed fuels of the heavy forest areas and single fuels types;
  - weather and climate including the effects of air temperature, humidity, winds etc.
2. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience assumes allocated roles in Incident Management Teams at district, regional and departmental level and actively fills roles in fire duty rosters.
3. Undertakes formal and informal training and development to acquire competencies in fire management in line with agreed FMDP development plans.
4. In districts or regions assists with the delivery and preparation of the local master burn plan. At Level 4 prepares prescribed burn prescriptions and coordinates works programs for Conservation Employees and contractors, supervises and reports on quality of work performed.
5. In districts or regions assists in managing (Level 3) or manages (Level 4) fire detection and access networks including maintenance of towers and infrastructure, road and bridge networks and airstrips, to departmental standards.
6. At branch level assists with reviews of (Level 3) or undertakes reviews of (Level 4) planning, policy and operational procedures and documents. Provides advice and assistance to regions and districts in implementing departmental fire management policy, planning and operational procedures.
7. Moves and works around the State within the branches, regions and districts in the division for periods of time (typically of 18 - 24 months duration) in order to acquire the skills, knowledge, experience and competencies required of the program.

### **SERVICES DELIVERY (25%)**

8. Assists with implementation of (Level 3) or coordinates (Level 4) fire management works program activities so that they are compatible with:
  - branch, regional or district priorities including Parks and Visitor Services, Nature Conservation, , area management plans and Sustainable Forest Management operational plans;
  - fire management standards, policies, procedures and plans;
  - resources;
  - seasonal factors;
  - environmental management responsibilities and core biodiversity conservation objectives; and
  - policies and departmental guidelines.
9. At Level 4 also assists in determining the standards and techniques for implementing fire management works programs.
10. Assists local fire management staff in ensuring fire management activities are integrated with fire management plans and Forest Products Commission harvesting plans, where appropriate.
11. Assists in the preparation of annual fire management programs, prescribed fire plans, works programs, planning and supervision of works.
12. Ensures and promotes all fire operations are in accordance with the *Conservation and Land Management Act 1984*, *Wildlife Conservation Act 1950*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, circulars, administration instructions, policies and other relevant legislation.
13. Communicates effectively with the district, regional and specialist staff to ensure best practice in fire operations.
14. Liaises and works with other departmental staff, contractors, other agencies, local authorities, volunteer bush fire brigades and the general public on fire management and wildfire suppression issues to ensure effective delivery of departmental service objectives, including protection of community, asset protection, biodiversity and cultural conservation.

### **HUMAN RESOURCE MANAGEMENT (10%)**

15. Assists local fire management staff in determining district training requirements and delivering effective fire training to all personnel. At Level 4 responsible for coordinating and facilitating training requirements for staff and contractors.
16. Assists with human resource management tasks including EPDPs for staff supervised.
17. Assists with the supervision of works programming of fire administration staff as required and coordination of local fire rosters, duty officers, preformed teams, resources and communication buses.

### **FINANCIAL & ADMINISTRATION MANAGEMENT (10%)**

18. Assists with the:
  - preparation of fire management estimates and budgets;
  - monitoring of expenditure and the cost effectiveness of fire operations and ensuring accuracy of input of budget and expenditure data for financial systems;
  - meeting of departmental reporting requirements and timeframes in respect of fire management activities; and
  - maintenance of appropriate records management of prescribed burns, fire data, road and bridge maintenance data, corporate database systems and GIS systems.

At Level 4 undertakes purchasing and arranges maintenance of fire equipment in accordance with government procurement policies and departmental purchasing guidelines.

### **GENERAL (10%)**

19. Provides information, advice and support in matters relating to fire management issues.
20. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by their manager.
21. Undertakes duties as directed.

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## 5. Selection Criteria

**In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.**

**Applicants should address the following four criteria. These should be addressed in no more than three pages in total.**

1. Willingness and ability to participate in a development program that involves living, moving and working around the state in order to acquire the skills, knowledge, experience and competencies required of the program.  
(This criterion is critical and has a high priority ranking for the role, applicants who are not willing and able to move and work around the state will not be selected.)
2. Considerable (Level 4) *or* some (Level 3) skills and experience in the management of fire related activities including fire suppression response, planning and implementing prescribed burning programs and liaison with other fire-fighting and emergency management organisations.
3. Considerable skills and experience (Level 4) *or* some skills and experience (Level 3) in leading and managing teams, including preparing and implementing works programs, scheduling work, setting goals and monitoring and reviewing progress. Experience in (Level 4) *or* ability to (Level 3) manage other staff, volunteers and contractors.
4. Experience (Level 4) *or* knowledge (Level 3) in using fire management as a land management tool to reduce bushfire-related risk, achieve biodiversity and cultural conservation, and park and forest management outcomes.

**The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:**

5. Well developed (Level 4) *or* good (Level 3) oral communication skills, and experience in liaising (Level 4) *or* ability to liaise (Level 3) with external organisations, including local authorities, private companies, other government agencies, stakeholders (including indigenous and community interest groups), and an ability to deal appropriately with the media.
6. Well developed (Level 4) *or* good (Level 3) written communication skills including the ability to use computer software (including GPS, GIS and software such as Arcview or equivalent) for data management, report writing, applying financial management skills to budget preparation and expenditure control and monitoring.
7. Ability to apply operational knowledge and experience to fire management related activities including the review of fire policies, procedures, protocols, identifying anomalies and issues and suggest improvements.
8. Ability to pass the departmental fire fitness test on an annual basis plus ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
9. Demonstrated knowledge and understanding of the Australasian Inter-service Incident Management System (AIIMS) incident control system. (**Desirable** at Level 3)
10. Experience in (Level 4) *or* ability to (Level 3) present training and information sessions.
11. Understanding of occupational, health and safety, and equity and diversity principles and practices.
12. Current 'C' Class Driver's Licence.
13. Tertiary qualification in a discipline relevant to natural land management or equivalent qualification. (**Desirable**)
14. Knowledge of the *Conservation and Land Management Act 1984*, *Wildlife Conservation Act 1950*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, other legislation, awards, policies and instructions relevant to the department. (**Desirable**)

### Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

#### Essential:

*Open, Accountable, Responsive, Outcome-focused, Collaborative, Integrity.*

**Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.**

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below : Fire Duty Allowance, GROH accommodation may be available at some locations, and an attraction & retention incentive may apply.	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	4WD vehicle, VHF radio, GPS, computer, GIS, ArcGIS software, field equipment		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on National Police checks.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	441211
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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>