

Job Description Form

1. Position Details

Position Title: Fire Planning Officer			Position Number DBCA3098083
Level/Grade Level 6	Specified Calling N/A	Agreement PSA 1992, PSGOCSAGA 2017	Effective Date 19 March 2019
Division Regional and Fire Management Services		Branch Fire Management Services Branch	
Section		Location Bunbury or Kensington	

2. Reporting Relationships

Position Title Fire Management Services Branch Manager	Level/Grade Level 9
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Responsible to

Position Title Manager Fire Policy and Planning	Level/Grade Level 7
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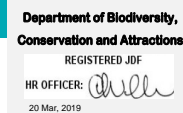
Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		



Other officers reporting directly to this office

Position title	Level / Grade
Senior Fire Policy Officer	Level 6
Research Officer – Fire Planning and Policy	SC Level 1

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 the minimal direction of the Manager Fire Policy and Planning:

- Develops/reviews and/or coordinates the development/review of fire risk assessments, regional fuel management plans, and prescribed burning programs, and supports regions to facilitate completion of this work.
- Applies best practice to fire management planning, having regard for the department's fire management obligations.
- Provides sound advice and recommendations for fire planning processes, approaches, systems and technology used in the department.
- Coordinates the development of the department's response on fire planning-related matters and engages in inter-agency liaison as required.

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 the minimal direction of the Manager Fire Policy and Planning:

FIRE MANAGEMENT PLANNING (70%)

1. Develops/reviews and/or coordinates the development/review of fire risk assessments, regional fuel management plans, and prescribed burning programs, and supports regions to facilitate completion of this work.
2. Applies best practice to fire management and planning having regard for the department's existing and potential obligations, including:
 - in development/review of relevant doctrine including policies and strategies that support the fire planning function in the department and in particular regions, including guidelines, standard operating procedures, checklists, templates, and other internal and external documents;
 - provision of bushfire risk mitigation activities to protect human life, property and assets, and the department's various land management obligations, objectives and priorities, from inappropriate fire regimes;
 - in consideration of fire management issues in land use planning and development; and
 - in training materials and if required, delivery of training, for staff who contribute to the department's fire planning and management functions.
3. Coordinates or prepares internal and external reports and correspondence, including the department's response on interdivisional, inter-regional and inter-agency fire planning and implementation matters.
4. Develops and maintains a high level of knowledge and expertise in contemporary fire planning processes, approaches, systems and technology used in natural environments and urban interfaces and develops and/or assists with development and adoption of new/revised fire planning processes, approaches, systems and technology, in consultation with specialist sections, regions and others as required, including external agencies/parties.
5. Provides sound advice and recommendations for fire planning in the department and monitors the delivery and effectiveness of fire planning and prescribed burning operations and makes recommendations to improve performance.

LIAISON & COMMUNICATION (20%)

6. Engages in high level liaison internally and externally to the organisation, developing and maintaining a relevant network of stakeholders involved in fire planning matters, including those associated with fire planning development and implementation; as required.
7. Convenes, or represents the department on committees, working groups and meetings, as required.

OTHER (10%)

8. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
9. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the Branch Manager.
10. Undertakes other duties as required by the Manager Fire Policy and Planning.

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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 including where possible the desirable criteria. These should be addressed in no more than four pages in total.

1. Substantial relevant experience in natural area fire management and the development of operational plans for bushfire risk mitigation, and in applying legislation, guidelines, policies and procedures to fire management issues
2. Evidence of high level interpersonal and oral communication skills and considerable experience in effective liaison and negotiation with other internal groups and external parties/agencies, with evidence of having used conceptual and analytical skills to respond to and resolve complex and detailed issues.
3. Evidence of well - developed written communication skills, including the ability to use computer software (e.g. Word, Excel, PowerPoint) to prepare reports and make effective presentations to senior management.
4. Demonstrated understanding and effective application of risk and project management principles.

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

5. 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.
6. Ability to fill bushfire preparedness and incident response roles commensurate with training and experience.
7. Understanding of occupational, health and safety, equity and diversity principles and practices.
8. Current "C" Class Driver's Licence.
9. Tertiary qualification in a discipline relevant to natural land management, or equivalent. **(Desirable)**
10. Sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and related regulations, policies and protocols. **(Desirable)**
11. Substantial experience and knowledge of fire ecology principles and practice for natural area fire management. **(Desirable)**
12. Considerable experience in land use planning and/or development. **(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, Creative, Responsive, Innovative, 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

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1		
Allowances and Special Conditions 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 type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD if required, office equipment including computer		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ 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		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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7. Certification

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

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: