



## DEPUTY COMMISSIONER OPERATIONS

**Position Number: 002370    Level: Special Division NonCEO Band 3**

**ANZSCO: 139112**

## JOB DESCRIPTION FORM

### THE ROLE

The Deputy Commissioner Operations is a critical member of the Corporate Executive Group which actively contributes to the strategic direction and management of the Department of Fire and Emergency Services. The position is a senior operational leadership role with key areas of responsibility including to direct and control activities of their Command, provision of high-quality services and advice that is proactive, solution focused and responsive to organisational, volunteer and stakeholder requirements.

### REPORTING RELATIONSHIPS

#### ORG STRUCTURE:

Commissioner  
Operations

#### THIS ROLE REPORTS TO

Fire and Emergency Services Commissioner	(000112)	Special Division CEO Band 2
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#### POSITIONS THAT REPORT TO THIS ROLE

Assistant Commissioner Capability	(002358)	Level 9
Assistant Commissioner Metropolitan	(002355)	Level 9
Assistant Commissioner Country	(002357)	Level 9
Manager Office of Operations	(002364)	Level 7
District Officer (Urban) Operational Preparedness	(012170)	District Officer
District Officer Operations	(006753)	District Officer

### POSITION INFORMATION

**LOCATION:** Cockburn Central

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

## SPECIFIC RESPONSIBILITIES

*DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.*

### Shapes and Manages Strategy

- As a member of the Corporate Executive, contributes to the setting of strategic business direction and the planning and achievement of corporate goals, including the development of a dynamic and innovative organisational culture.
- In conjunction with the Corporate Executive, develops DFES's strategic plan.
- Provides strategic information and advice at a Ministerial and Government level on all aspects regarding operational matters.

### Achieves Results

- Leads, directs, and manages the provision of operational services that maximises the capability, availability and readiness of staff and volunteer networks across the state.
- In accordance with legislation, undertakes delegated responsibilities to direct emergency response for incidents that occur throughout the state.
- Creates, leads, and develops a successful and productive outcome-focused management team.
- Develops and implements operational policies that reflect contemporary standards and are in accordance with government requirements.
- Develops, manages, and measures performance, financial and other resource utilisation in accordance with sound business practices and corporate objectives.
- Promotes activities of DFES that support the overall direction of Government policies.

### Builds Productive Relationships

- Establishes and maintains effective internal and external relationships with other Commands, external agencies, stakeholders, and the community within and external to Western Australia.
- Negotiates at senior levels of Commonwealth, State, and local government to advance whole of government policies relating to emergency management and operational response and capability.

### Communicates and Influences Effectively

- Develops and maintains an effective communication system with other organisations, both State and Commonwealth, which is responsive to emergency situations.
- Provides strategic information and advice at a Ministerial and Government level on all aspects regarding corporate risk management, planning and reporting, policy and legal services, emergency management; operational capability, readiness and standards; professional development; hazard planning and operational support matters.

### Exemplifies Personal Integrity and Self-Awareness

- Builds models and promotes an ethical leadership culture that encourages innovation, collaboration, coordination, and partnership with a range of internal and external stakeholders.
- Fosters innovative and creative thinking and solutions within an environment of transparency and accountability.
- Displays self-awareness, critically analyses own performance, and demonstrates a strong commitment to learning and self-development, including embracing new challenges.
- Demonstrates commitment to principles of inclusion, diversity, equality, and compassion for others.

## Other

- Ensures accountability for the management of Equal Opportunity principles and practices.
- Developing, leading and promoting a supportive health and safety culture, including psychological wellbeing.
- Act as a positive role model demonstrating safe workplace behaviours and communicating the importance of effective Risk and Health and Safety Management.
- Ensure compliance with WHS legislation and the integration of the OHS Management System into business processes.
- 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 CRITERIA

1. Shapes and Manages Strategy
  - a. Provide leadership in the work environment by promoting the development of a shared vision for the Department, providing clear strategic direction and creating and maintaining a cooperative management team.
  - b. Strategically resource the work environment by negotiating the provision of resources; allocating and monitoring resources; contracting; and financial management.
2. Achieves Results
  - a. Manage risk management and prevention functions in a complex and changing environment in accordance with relevant legislation.
  - b. Extensive management experience in an operational environment that will ensure DFES's operational prevention, preparedness, response, and recovery capabilities throughout the state, are achieved.
3. Builds Productive Relationships
  - a. Build and maintain relationships with diverse groups of people within the public and private sectors and wider community.
  - b. Achieve customer focus by identifying their needs and enabling the delivery of planned outcomes and services to meet those needs.
4. Exemplifies Personal Integrity and Self Awareness
  - a. Facilitate workforce effectiveness by establishing and maintaining working relationships through diversity; effective communication; ethical decision making; empowerment, motivation, and development of people; fostering mutual trust and respect.
5. Communicates and Influences Effectively
  - a. Develop and promote effective public policy through initiating and maintaining ethical policy development and reviewing strategies; developing and maintaining consultative networks; and providing high level policy advice.

### DESIRABLE

1. Possession of a relevant tertiary qualification

## CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	16/11/2011	16/11/2011	HR Consultant
Vs 2.0	Updated	13/11/2012	13/11/2012	HR Consultant
Vs 3.0	Updated	12/12/2018	12/12/2018	HR Consultant
Vs 4.0	Updated	18/03/2019	12/04/2019	Sue Eccles
Vs 5.0	Template update only		03/01/2024	Tasha McMenamin