



## 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.*

### Strategic Planning and Implementation

- Leads and facilitates the ongoing implementation of tenure-blind Bushfire Risk Management (BRM) Plans with all stakeholders, including mitigation activities on State owned and/or managed land within their area of responsibility.
- Provides guidance, advice and support on the development and adoption of BRM Plans in accordance with published guidelines and policies.
- Prepares DFES submissions and assists other agencies in the development and implementation of mitigation funding applications.
- Prepares and obtains approval of planned burning prescriptions and other mitigation activities, where relevant.
- Captures and reports on BRM data using the Bushfire Risk Management System (BRMS) and other integrated applications.
- Monitors program and strategy performance and seeks to continuously improve service effectiveness and efficiency.
- Prepares a variety of high level documentation including business cases, ministerial, reports and briefing notes for senior management and other stakeholders.
- Maintains a high-level awareness and knowledge of current and emerging issues, trends and approaches to urban and rural bushfire risk management practices.
- Supports and contributes towards the achievement of business plan objectives.
- Responds to emergency operations as part of an Incident Management Team.

### Stakeholder Relationships

- Builds and maintains positive and collaborative working relationships with internal and external stakeholders to ensure bushfire risk is identified and effectively managed.
- Consults and communicates with land managers, local governments, emergency services volunteers and other stakeholders to achieve optimum service delivery.

### Training

- Assists stakeholders with the delivery of community education and awareness in BRM processes and practices.
- Monitors, trains and provides support to all key stakeholders in BRM processes and use of BRMS, as required.
- Assists with delivery of Prescribed Burning training, including mentoring and training in planned burn prescription development and planned burn implementation.

### Other

- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applying DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertake other duties as required.

## EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Personal Leadership**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
Lead collectively	Seek and build key relationships, work together and focus on the greater good.
Think through complexity	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.
Lead adaptively	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

## 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

- Possession of a current unrestricted C Class Western Australian driver's license (as a minimum) which must remain valid for the duration of employment.
- Evidence of endorsement as a level 1 Incident Controller or equivalent skills and experience.
- Extensive experience in a bushfire risk management role, applying mitigation strategies that sustain the natural environment by maintaining conservation values and bio-diversity.
- Ability to develop, implement and coordinate strategic level planning processes that meet the current policies and legislation.
- Excellent communication and interpersonal skills including experience in developing and maintaining strong working relationships with internal and external stakeholders.
- Experience multi-tasking and meeting deadlines under pressure in an independent or team environment.
- Demonstrated experience in rural fire management including planned burning and firefighting, with a sound understanding in the principles of bushfire behavior and suppression activities.

### DESIRABLE CRITERIA

- Possession of, or progress towards a trainer assessor competency

## CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	18/08/2023	18/08/2023	Liberty Jackson
Vs 2.0	Template update only		03/10/2023	Tasha McMenamin
Vs 3.0	Leadership Behaviours	13/08/2025	13/08/2025	Jeneen Zoutman