



**District Officer Natural Hazards**  
**Position Number: Various Level: 6**  
**ANZSCO: 139112**

## **JOB DESCRIPTION FORM**

### **THE ROLE**

District Officers are responsible for the management of all resources under their control to ensure effective operational capability and support, based on comprehensive emergency management principles. District Officers are responsible for specific work activities to support the Directorate Business Plan as defined by their Superintendent.

### **REPORTING RELATIONSHIPS**

**ORG STRUCTURE:** Various

#### **THIS ROLE REPORTS TO**

Various

#### **POSITIONS THAT REPORT TO THIS ROLE**

Various

### **POSITION INFORMATION**

**LOCATION:** Various

**SPECIAL CONDITIONS:** The Department is an emergency services organisation and employees in this position will be required to work regular weekends and evenings out of normal business hours.

Employees promoted to the position of District Officer will be required to complete the agreed Personal Development Plan to satisfy the District Officer qualifications and competencies as defined in the Professional Pathways Program which includes attaining Certificate IV in Public Safety (SES Leadership) and DFES Endorsement as Level 2 Incident Controller.

## 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.*

- 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 the Region/Directorate as a part of the management team and implements strategic initiatives to achieve determined objectives of the Agency.
- Manages community centered emergency management activities related to the Directorate responsibilities.
- Responds, commands, controls, coordinates emergency operations as an Incident Controller and/or member of an Incident Management Team.
- Contributes to the development of appropriate policies and strategies for emergency management on a District 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/or career employees.
- Manages and contributes to the development of human, physical and financial resources to ensure that appropriate service delivery standards are achieved and when/where possible, continuously improved.
- As required, at a regional/directorate level, deliver, coordinates and provides counsel or advice on one or more of the following areas:
  - Emergency management planning.
  - Operational training.
  - Operational capability assessments.
  - Community safety.
  - Fire and other natural disaster prevention and mitigation.
  - Operational support arrangements.
  - Business planning and operational health, safety and welfare.

### 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.

## 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. Accredited Level 1 Incident Controller or Endorsed DFES Level 1 Incident Controller or equivalent in hazards relevant to natural hazards and technical rescue.
2. Experience in pre incident pre planning for natural hazard in an urban, rural or peri urban environment.
3. Substantial experience in responding to and managing natural hazard incidents including flood, storm, cyclone, road crash rescue and technical rescue.
4. Broad experience in the commanding, controlling and co-coordinating the effects of or impacts from natural hazards as part of an Incident Management Team or other emergency management functions.
5. Previous experience in leading and managing people including working with State Emergency Service (SES) volunteers.
6. Previous experience of working with a wide range of stakeholders including, Police, Local Government and other Government Agencies.
7. Demonstrated understanding of contemporary community centred emergency risk management principles and arrangements.

### DESIRABLE CRITERIA

1. Certificate III in Public Safety (SES Rescue).

## CERTIFICATION

| Version | Description            | Approval Date   | Registered Date | Registered by |
|---------|------------------------|-----------------|-----------------|---------------|
| Vs 1.0  | Created and classified | 1 November 2017 | 1 November 2017 | Sue Eccles    |