



AREA OFFICER RURAL

Position Number: Various Level: Area Officer

ANZSCO: 139112

JOB DESCRIPTION FORM

THE ROLE

Area Officers are responsible for the efficient and effective management of the area's human, physical, financial and information resources to achieve the prevention, preparedness, and response and recovery outcomes as required by DFES.

REPORTING RELATIONSHIPS

ORG STRUCTURE: Various

THIS ROLE REPORTS TO

District Officer (Various Position Numbers) District Officer

POSITIONS THAT REPORT TO THIS ROLE

Various

POSITION INFORMATION

LOCATION: Various

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.

As the Department is in the transition to revised standards of operational, managerial and academic requirements for the rank of Area Officer, employees promoted to the rank of Area Officer will be required to complete the agreed Personal Development Plan to satisfy Area Officer qualifications and competencies as defined in the Professional Pathways Program and DFES Endorsement as Level 1 Incident Controller in hazards relevant to rural fire.

2. Employees in this position participate in an on call roster.
3. Employees in this position will be required to attend emergency incidents.
4. Employees in this position will be required to undertake regular intrastate travel (by air and/or road).

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.

Responsibilities

- Contributes to the Operational Portfolio as part of the region's management team and implements initiatives to achieve Organisational objectives.
- Manages community centred emergency management activities related to the relevant responsibilities within the area.
- Responds to emergency operations as part of an Incident Management Team in line with AIIMS principles.
- Provides operational training to volunteers and other relevant stakeholders.
- Contributes to the development of appropriate policies and strategies for emergency management on an area basis and implements them as required.
- Develops and maintains professional working relationships with all stakeholders, including local government and volunteers to continuously improve and ensure optimum service delivery.
- Provides effective leadership, management administration and training support to staff and volunteers.
- Applies environmentally sound policies by employing practices and procedures in fire and emergency management activities.
- Contributes to the human, physical and financial resources of the area to ensure that appropriate operations standards are achieved.
- Priorities, organises, coordinates and makes decisions according to the business plan to meet identified targets.

Other

- Reporting all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and resolving health and safety issues and promoting a safe place of work.
- 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 **Leading Others**, 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

1. Accredited Level 1 Incident Controller or Endorsed DFES Level 1 Incident Controller in hazards relevant to fire.
2. Well-developed communication and interpersonal skills with the ability to manage personnel.
3. Demonstrated competence in fire and emergency related incident management and planning.
4. Demonstrated conceptual, analytical and problem-solving skills to provide sound advice, in relation to legislative, financial, policy and operational requirements.
5. Broad experience and knowledge of the fire and emergency services industry, with specific experience in rural fire capability.
6. Demonstrated training and assessment skills.

DESIRABLE CRITERIA

1. Other qualifications, training or endorsement such as Operations, Planning Officer.
2. Ability to develop, implement and coordinate mitigation activities such as prescribed burning.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	06/08/2014	06/08/2014	Sue Eccles
Vs 2.0	Update	09/03/2020	10/03/2020	Megan Crossley
Vs 3.0	Template update only		14/11/2023	Tasha McMenamin
Vs 4.0	Minor update	18/07/2024	23/07/2024	Tasha McMenamin
Vs 5.0	Leadership Expectations		22/10/2025	Emma Tonkin