



Job Description Form

Position Details

Position Title: Fire Operations Officer	Position Number: DBCA3096763	Level: Level 4
Division: Regional and Fire Management Services	Branch: South West Region	Section: Wellington District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Collie or Harvey	Effective Date: 12 May 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Integrity
Commitment to knowing and doing what is right



Collaboration
Commitment to team, partnership and the support of others



Accountability
Commitment to being transparent, taking ownership and personal responsibility



Respect
Commitment to the respect of people, culture and place



Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships

<table border="1" style="width: 100%;"> <tr> <td>Position Title District Fire Coordinator</td> <td>Level/Grade Level 5 or 6</td> </tr> </table> <p style="text-align: center;">↑</p> <p>Responsible to</p> <div style="border: 2px solid orange; padding: 2px; display: inline-block;">This position</div> <p style="text-align: center;">↑</p>	Position Title District Fire Coordinator	Level/Grade Level 5 or 6	↔	<table border="1" style="width: 100%;"> <tr> <td>Position title Fire Operations Officer Conservation Employee Fire Specialist Assistant Operations Officer Fire FMDP</td> <td>Level/ Grade Level 4 AWU Level 4 Level 1/2</td> </tr> </table>	Position title Fire Operations Officer Conservation Employee Fire Specialist Assistant Operations Officer Fire FMDP	Level/ Grade Level 4 AWU Level 4 Level 1/2
Position Title District Fire Coordinator	Level/Grade Level 5 or 6					
Position title Fire Operations Officer Conservation Employee Fire Specialist Assistant Operations Officer Fire FMDP	Level/ Grade Level 4 AWU Level 4 Level 1/2					

Officers under *direct* responsibility

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

About the Role

Under the general direction of the District Fire Coordinator:

- Responsible for planning, organising, training and implementing programs and operations relating to fire management, (including prescribed burning and bushfire preparedness) within the Wellington district.
- Co-ordinates and facilitates fire training for district staff and contractors.
- Undertakes projects as required by District Fire Coordinator and District Manager.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Position Title Fire Operations Officer		
Position No. DBCA3096763	Level Level 4	Effective Date 12 May 2026

Responsibilities

Under the general direction of the District Fire Coordinator:

SERVICES DELIVERY (25%)

1. Assists in determining the standards and techniques for implementing the district's fire management works program. Promotes compatibility of activities with the department's core biodiversity conservation objectives and responsibilities.
2. Assists with the coordination and integration of the district's fire management works program with respect to regional and district priorities, Fire Management services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Assists the District Fire Coordinator in the preparation of annual fire management programs, burn prescriptions, works programs, planning and supervision of works.
4. Contributes to the preparation of environmental approvals and post activity monitoring of on ground works within Wellington district.
5. Promotes the integration of district fire management activities and works with Parks and Visitor Services, Nature Conservation and Sustainable Forest Management operational plans.
6. Ensures all fire operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations, circulars, policies and other relevant legislation.

DISTRICT OPERATIONS (40%)

7. Assists with the preparation and delivery of allocated sections of the annual schedule of fire management works in the district in accordance with District Operations plans, including assisting with the implementation of the prescribed burning plan and coordinating the procurement and maintenance of fire equipment.
8. Assists with the preparation, implementation and planning of the district prescribed burning program. Involved in liaison with external agencies on fire management and bushfire suppression issues, preparation of burn prescriptions and supervision of prescribed burning operations to ensure that community protection, asset protection and biodiversity conservation objectives are met.
9. Prepares and coordinates works programs for Conservation Employees and contractors and supervises and reports on the quality of the work performed.
10. Communicates effectively with district, regional and specialist staff to ensure best practice in fire operations. Sets an example and demands high standards for all fire management activities in the district.
11. Liaises and works with other departmental staff, contractors, other agencies, local authorities, volunteer bush fire brigades and the general public to ensure effective delivery of departmental service objectives.
12. Manages allocated projects including financial and outcome reporting.
13. Assumes designated roles in district, regional and departmental Incident Management Teams and actively fills roles in district fire duties rosters.

HUMAN RESOURCE AND FINANCIAL MANAGEMENT (30%)

14. Assists the District Fire Coordinator and Regional Leader Fire Management in determining training requirements, including increasing continuity between normal operational roles with incident management roles.
15. Assists the District Fire Coordinator to schedule and deliver effective training to all personnel.
16. Provides advice and monitoring of standards for operations within fire related activities within the region.
17. Assists the District Fire Coordinator to:
 - Prepare fire services estimates and budgets.
 - Monitor expenditure and cost effectiveness of fire operations and ensure accuracy of input of budget and expenditure data for financial systems.
 - Undertake purchases in accordance with the *State Supply Commission Act 1991* and associated regulations and policies, and departmental purchasing guidelines.

GENERAL (5%)

18. Uses corporate database systems and GIS systems as necessary and assists with implementing new technology.
19. Provides information, advice and support to the District Fire Coordinator in matters relating to fire management issues.
20. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
21. 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 District Manager.
22. Undertakes duties as directed by the District Manager

Position Title Fire Operations Officer		
Position No. DBCA3096763	Level Level 4	Effective Date 12 May 2026

Selection Criteria

Applicants should address the following four criteria. These should be addressed in no more than four pages in total.

1. Demonstrated operational experience in the management of fire related activities, including fire suppression procedures, liaison with other firefighting and emergency organisations, planning and implementing prescribed burning programs.
2. Evidence of well - developed interpersonal and conflict resolution skills and experience in leading and managing teams, including preparing and implementing works programs, scheduling work, setting goals, controlling and reviewing progress, and managing volunteers and contractors.
3. Experience in using fire management as a land management tool to achieve biodiversity conservation, and park and forest management outcomes.
4. Evidence of ability to use computer software (including GPS, GIS and software such as ArcView or equivalent) for data management and report writing and applying financial management skills to budget preparation and expenditure control and monitoring.

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

5. Well-developed oral and written communication skills, and experience in liaising with external organisations, including local authorities, private companies, other government agencies, stakeholders (including indigenous) and community interest groups.
6. 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. The ability to pass the departmental fire fitness test and demonstrated knowledge and understanding of the Incident Control system.
7. Experience in presenting training and information sessions.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Tertiary qualification in a discipline relevant to natural land management or equivalent qualification. **(Desirable)**
10. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* associated regulations and other legislation, Awards, policies and instructions relevant to the department. **(Desirable)**

Behaviour Expectations Leadership Expectations provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Personal Leadership](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1 FTE
National Police Check <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current 'C' Class Driver's Licence	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input checked="" type="checkbox"/> Other (Please specify) Fire Availability	

Certification

Verified by: Recruitment and Establishment

Recruitment and Establishment Section
Registered JDF
12 May 2026

