



**COMMUNITY EMERGENCY SERVICES MANAGER**

**Position Number: Various Level: Station Officer**

**ANZSCO: 139112**

**JOB DESCRIPTION FORM**

**THE ROLE**

Community Emergency Services Managers foster effective and professional working relationships between DFES, Local Government, and other relevant stakeholders to ensure the effective implementation and delivery of preparedness, prevention, response and recovery services at an operational level within Local Government.

They also facilitate the mitigation of fire and other hazards on the community by coordinating a range of strategies in partnership with the community, Local Government, and volunteers.

**REPORTING RELATIONSHIPS**

**ORG STRUCTURE:** Operations

**THIS ROLE REPORTS TO**

District Officers - Various

**POSITIONS THAT REPORT TO THIS ROLE**

Nil

**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.

2. Employees in this position participate in an on call roster.
3. Employees in this position will be required to attend emergency incidents.

## 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

- Ensures the effective implementation and delivery of fire preparedness, prevention, response, and recovery services within Local Government and promotes strategies for public compliance with the requirements of the *Bush Fires Act 1954*.
- Contributes to the strategic direction and management of emergency services as part of the District Management Team and implements agreed programs within Local Government.
- Provides liaison services, and expert technical and professional advice to Volunteer Bush Fire Brigades, emergency volunteer groups and Local Government.
- Supports, coordinates, and delivers quality training for Volunteer Bush Firefighters in accordance with DFES Professional Pathways.
- In partnership with Local Government and the community:
  - develops and maintains professional relationships with stakeholders to ensure the delivery of services as specified in any Memorandum of Understanding, or other agreements, between DFES and the designated Local Government.
  - continuously seeks to improve the mitigation of risk to the community from bush fire and other hazards.
  - consults widely in the development, implementation, and maintenance of fire management planning.
  - manages the physical and financial resources of the designated Volunteer Bush Fire Brigades.
  - measures and map fuel loads.
  - maintains fuel load databases; and
  - draws up prescriptions for, and oversees, controlled burns.
- Recognises the community and volunteers as stakeholders and facilitates their needs within the corporate objectives of DFES and the Local Government.
- Undertakes the role of Chief Bush Fire Control Officer both operationally and administratively as required.

### 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. Possession of recognised qualification in Training and Assessment.
2. Accredited Level 1 Incident Controller- Bushfire Hazard.
3. Current 'C' Class licence.
4. Demonstrated high level communication, interpersonal, facilitation and training skills.
5. Demonstrated ability to develop and undertake prescribed burning and fire management planning processes.
6. Well-developed leadership and management skills including financial, human and physical resources.
7. Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government.

### CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	14/06/2013	14/06/2013	Sue Eccles
Vs 2.0	Template update only		10/01/2024	Tasha McMenamin