



Job Description Form

Position Details

Position Title: District Fire Coordinator	Position Number: DBCA3000161	Level: Level 5 or 6
Division: Regional and Fire Management Services	Branch: Warren Region	Section: Frankland District
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Walpole	Effective Date: 18 February 2025

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

Position Title District Manager	←	Position title Senior Operations Officer District Coordinator Conservation Parks and Visitor Services Coordinator Finance and Administration Officer	Level/Grade Level 7		Level/Grade Level 5 Level 5 Level 5 Level 3
↑					
Responsible to					
This position					
↑					

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
2 x Fire Operations Officer	Level 4	Nil
Fire Operations Officer Conservation	Level 4	Nil
Assistant Operations Officer	Level 1 / 2	Nil

About the Role

Under the limited (Level 5) or minimal (Level 6) supervision of the District Manager:

- Responsible for determining and implementing the district fire management works program in accordance with departmental policy and statutory requirements, coordinating fire resources, and monitoring expenditure and cost effectiveness of fire operations.
- Ensures that pre-planning preparedness levels and standards for bushfire response are met.
- Carries out allocated roles in the district incident management structure.
- Provides advice to and assists the Regional Leader, Fire Management.
- Carries out liaison with stakeholders associated with fire management programs and represents the District Manager at meetings associated with fire management activities.

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

Position Title District Fire Coordinator		
Position No. DBCA3000161	Level Level 5 or 6	Effective Date 18 February 2025

Responsibilities

Under the limited (Level 5) or minimal (Level 6) supervision of the District Manager:

DISTRICT OPERATIONS (45%)

1. Coordinates the implementation of all district fire management programs in accordance with departmental service objectives, divisional requirements, resource requirements and environmental factors.
2. Liaises closely with the District Manager, district coordinators and the Regional Leader, Fire Management to ensure effective planning, preparation, implementation and monitoring of fire management programs, including the Burn Options Program.
3. Liaises and works with other departmental staff, other agencies, local government, interest groups, local bushfire brigades, the general public, the media and other stakeholders to ensure effective communications and management of fire operations on all land tenures that the department has a management responsibility for.
4. Monitors and provides advice on the standards required for fire management activities on departmental lands and other areas as required. Sets and leads by example high environmental standards for all fire management activities within the district. Ensures all activities are compatible with the department's core biodiversity conservation objectives and responsibilities.
5. Coordinates bushfire investigations and reviews within the district.
6. Ensures the effective maintenance of district fire equipment, appliances and infrastructure.
7. Assumes a designated role in district, regional and departmental incident management teams and with manager approval is available for district, and other fire management rosters including those associated with aerial burning, and Prefomed Teams. Rosters will be for approximately at least 12 (or more) weeks per year over the fire and prescribed burning seasons.
8. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
9. Supports the delivery of other operational activities, such as nature conservation, parks and visitor services operations as required.

SERVICES DELIVERY (20%)

10. Prepares district fire operations plans including preparedness and resource plans, Burn Option Plans and relevant area management plans ensuring that they reflect departmental and service objectives.
11. Leads, coordinates and integrates the preparation of district fire management work programs whilst taking into account available resources, seasonal factors, environmental management, policies, guidelines and departmental standards.
12. Ensures that all fire management operations are planned and implemented in accordance with the *Conservation and Land Management Act 1984*, the *Biodiversity Conservation Act 2016*, the *Bush Fires Act 1954* as well as other legislation, policies, instructions and management plans.

HUMAN RESOURCE MANAGEMENT (15%)

13. Provides leadership, supervision and direction to district staff, encourages cooperation, reviews performance and competencies, and provides feedback for district staff to their supervisors on performance in fire management activities.
14. Determines fire training needs and ensures effective fire training is provided to all district staff and other relevant stakeholders, volunteers and contractors.
15. Facilitates a strong work, health and safety ethic within the district fire crews and promotes diversity within the fire team workforce.
16. Facilitates effective teamwork, communication and liaison with district, regional, specialist and other staff to ensure best practice in fire management operations.

FINANCIAL MANAGEMENT (15%)

17. Prepares district estimates for fire management, participates in the compilation of fire management budgets and advises on district financial requirements.
18. Monitors expenditure and cost effectiveness of fire management operations and ensures accuracy of budget input and expenditure data into financial systems.

GENERAL (5%)

19. In consultation with the District Manager, assists the Regional Leader, Fire Management across the region as required.
20. Represents the District Manager at fire management-related meetings as required.
21. Participates in incident rosters and response including bushfires, search and rescue, wildlife or other incidents as directed by the District Manager.
22. Undertakes other duties as required by the District Manager.

Position Title District Fire Coordinator		
Position No. DBCA300161	Level Level 5 or 6	Effective Date 18 February 2025

Selection Criteria

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

1. Considerable (**Level 5**) or substantial (**Level 6**) competence and experience in the management of fire related activities, including use of prescribed fire to protect, promote and achieve conservation of biodiversity and natural values, protection of community assets and to provide for regeneration.
2. Considerable (**Level 5**) or substantial (**Level 6**) experience in liaising at a senior level with external organisations including local authorities, private companies, other government agencies, stakeholders and community interest groups, including an ability to work (**Level 5**) or experience working (**Level 6**) appropriately with the media.
3. Demonstrated (**Level 5**) or considerable (**Level 6**) experience, knowledge and skills in leadership and management of work teams, including planning and implementing works programs, scheduling work, setting goals, and controlling and reviewing progress.
4. Considerable (**Level 5**) or substantial (**Level 6**) experience in the management of training, staff development and safety and welfare matters relevant to fire management.

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

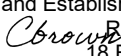
5. Good (**Level 5**) or well developed (**Level 6**) oral and written communication skills including the ability to use computer software (including GIS) for data management and report writing, and to apply financial management skills for contract management, budget preparation and expenditure control and monitoring.
6. Demonstrated ability to operate as a team leader within an incident management team having an understanding (**Level 5**) or demonstrated knowledge (**Level 6**) of the incident management system. Acts as a District Fire Duty Officer and Incident Controller at various incident levels (essential **Level 6**), at **Level 5** willing and able to work towards becoming the District Fire Duty Officer and Incident Controller at various levels.
7. Ability to pass the annual departmental fire fitness test plus 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 and engage in rostering commitments of at least 12 (or more) weeks per year.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Tertiary qualifications in a discipline relevant to natural land management or equivalent qualification. (**Desirable**)
10. Sound working knowledge of the *Conservation and Land Management Act 1984*, Biodiversity Conservation Act 2016, the *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 [Leading Others](#).

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 checked="" type="checkbox"/> Yes <input 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 4WD Vehicle
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 Section
 Registered JDF
 18 February 2025