



## Bushfire Mitigation Program Coordinator

Position Number: 006962 Level: 5

ANZSCO: 224912

### JOB DESCRIPTION FORM

#### THE ROLE

The Bushfire Mitigation Program Coordinator is responsible for coordinating and programming treatment works across DFES' mitigation programs. The role works with various stakeholders to support the timely preparation, scheduling and delivery of treatments. The position will support the preparation of planned burning and the delivery of the Bushfire Risk Management (BRM) program.

#### REPORTING RELATIONSHIPS

##### ORG STRUCTURE

Rural Fire Division  
State Bushfire Mitigation

##### THIS ROLE REPORTS TO

District Officer Rural State Bushfire Mitigation (006958) District Officer

##### POSITIONS THAT REPORT TO THIS ROLE

Nil

#### POSITION INFORMATION

**LOCATION:** Currently Belmont, but this is subject to change.

**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.

Employees in this position will be required to attend emergency incidents and undertake intrastate travel.

## 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.*

### **Bushfire Mitigation Coordination**

- Review pre-treatment delivery activities to ensure preparatory tasks, such as environmental sensitivity and Aboriginal Cultural Heritage assessments, have been completed in accordance with the appropriate procedures and standards.
- Liaise with relevant stakeholders to ensure treatments across DFES' mitigation programs are scheduled in a timely manner and lead the resolution of conflicts and potential dependencies that may delay implementation.
- Present and provide instructions on work programs and priorities, to internal and external stakeholders.
- Evaluate the effectiveness of DFES' mitigation programs, including the Bushfire Risk Mitigation Coordinator program, and advise on strategies to support continual improvement.
- Research national and international bushfire mitigation initiatives and advise on strategies to ensure DFES' programs remain contemporary and relevant.
- Support the delivery of the BRM program, including the preparation of Agreements, Briefing Notes and other documentation.
- Support the identification, mapping and risk assessment of DFES managed land.
- Understand bushfire behaviour and mitigation strategies to develop prescriptions for planned burns in accordance with relevant legislation, policies and procedures.
- Support and contribute to the achievement of business plan objectives.
- Undertake system testing, data accuracy and reporting.

### **Reporting**

- Perform analysis on the Unallocated Crown Land and Unmanaged Reserves (UCL/UMR) program and use system data to inform the prioritisation of bushfire risks and associated treatments.
- Coordinate the preparation of reports for senior management and other stakeholders, including the provision of system data and program statistics.

### **Other**

- Represent DFES' Bushfire Mitigation Branch on committees and working groups as required.
- 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 **Personal Leadership**, 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. Possession of a current unrestricted C class driver's license, which must remain valid for the duration of employment.
2. Demonstrated experience in planning and coordinating schedules to ensure business activities are adequately resourced.
3. Demonstrated conceptual, analytical and research skills, including experience in evaluating initiatives to enhance business delivery.
4. Excellent written and verbal communication and interpersonal skills, including experience in developing and maintaining strong relationships with internal and external stakeholders.
5. Experience multi-tasking, meeting deadlines and demonstrated attention to detail whilst working within a team and autonomously.
6. Knowledge of bushfire risk management principles, behaviour and mitigation strategies.

### DESIRABLE CRITERIA

1. Experience and knowledge in Bushfire Risk Management Systems.

## CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	11 August 2025	12 August 2025	Andrea Dawson