



CHIEF SUPERINTENDENT

Position Number: Various Level: Chief Superintendent

ANZSCO: 139112

JOB DESCRIPTION FORM

THE ROLE

- Ensures a high standard of operational preparedness and assurance to ensure that, should an emergency occur, all resources and services needed to combat the effects of that emergency can be effectively and efficiently mobilised and deployed.
- Assumes overall command and control of major emergencies for which DFES is the Controlling Agency, as required.
- Responsible for the effective coordination of all available and allocated resources within region/directorate to achieve best practice in service delivery responsibilities and work practices which contribute to building community resilience.

REPORTING RELATIONSHIPS

ORG STRUCTURE: Various

THIS ROLE REPORTS TO

Assistant Commissioner or Executive Director Rural Fire Division

POSITIONS THAT REPORT TO THIS ROLE

Superintendents

District Officers (various)

PSG Officers (various)

POSITION INFORMATION

LOCATION: Various locations

SPECIAL CONDITIONS:

The suitability of individuals to specific Chief Superintendent Positions may be subject to specific requirements. This includes the hazard background of the individual (e.g. Urban Fire, Bush Fire or Natural Hazard).

The Department is an emergency management organisation and all employees will be required to work after hours and on weekends as part of a 320/8 Non – rostered shift work and will be required to participate in an on call roster.

Employees in this position will be required to undertake regular intrastate and/or interstate 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

- Provides leadership for DFES people, operations, strategic planning and policy development.
- Directs effective, efficient and customer-focused responses to emergencies throughout the State, in collaboration with other agencies and organisations.
- Manages and reports on performance, financial and other resource utilisation in accordance with sound business practices and corporate objectives.
- Provides strategic information and advice to DFES Executive on all aspects of their allocated regions/directorate's activities.
- Develops and maintains positive relationships with stakeholders to ensure optimum service and represents DFES on committees.
- Undertakes various on-call emergency management roles, including the requirement to attend and take operational command of major incidents or emergency operations as necessary.
- Provides leadership and exercises operational command and control functions during major emergency operations.
- Provides policy, process and procedural governance over state-wide emergency coordination and emergency management.
- Responsible for the development of plans, strategies and direction in consultation with major stakeholders and in consideration of the overall direction of DFES.
- Ensures a high standard of operational preparedness, including development and review of emergency response plans and the training and development of employees and volunteers.

Other

- Developing, leading and promoting a supportive health and safety culture, including psychological wellbeing.
- Act as a positive role model demonstrating safe workplace behaviours and communicating the importance of effective Risk and Health and Safety Management.
- Ensure compliance with WHS legislation and the integration of the OHS Management System into business processes.
- 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 **Multiple Area Leader**, 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 3 Incident Controller or DFES Endorsed Level 3 Incident Controller or demonstrated ability to achieve.
2. Possession of Certificate IV or higher qualification in a relevant emergency management field, or equivalent appropriate skills and experience which would allow for recognition of Certificate IV through the DFES recognition of prior learning process.
3. C Class Driver's Licence.
4. Demonstrated ability to communicate clearly and negotiate persuasively through listening, understanding and adapting to a broad range of internal and external stakeholders.
5. Demonstrated commitment to instigate continuous improvement and ability to steer and implement change to achieve results.
6. High level and current experience in major emergency incident command and management particularly multi-hazard incidents.
7. Demonstrated ability to build productive relationships with a wide range of stakeholders including fire and emergency service volunteers and Government Agencies.
8. Comprehensive working knowledge of the State's emergency management framework.

DESIRABLE CRITERIA

1. Post Graduate qualification in management or equivalent.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	02/05/2012	02/05/2012	Sue Eccles
Vs 2.0	Update	26/11/2015	26/11/2015	Sue Eccles
Vs 3.0	Update	04/09/2018	04/09/2018	Sue Eccles
Vs 4.0	Update	02/04/2019	02/04/2019	HR Consultant
Vs 5.0	Template update only		23/11/2023	Tasha McMenamin
Vs 6.0	Leadership expectations added	18/06/2026	18/06/2026	Tasha McMenamin