



CHIEF SUPERINTENDENT

Position Number: Various - Level: Chief
Superintendent
ANZSCO: 139112

JOB DESCRIPTION FORM

THE ROLE

- Ensures a high standard of operational preparedness and assurance, including development and review of emergency response plans and the management of multiple geographical regions within the State.
- Assumes command and control of major emergencies as required.
- Responsible for the effective coordination of all available resources within allocated regions to achieve best practice in service deliver responsibilities and work practices which contributes to building community resilience.

REPORTING RELATIONSHIPS

ORGANISATIONAL STRUCTURE: Operations / Operations Support & Capability

THIS ROLE REPORTS TO:

Role: Assistant Commissioner or Deputy Commissioner

POSITIONS THAT REPORT TO THIS ROLE:

Role: Superintendent
District Officer (Various)
PSMA Officers (Various)

ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services (DFES) performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property. Supported by an extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

SPECIFIC RESPONSIBILITIES

Employees are required to undertake all duties and responsibilities in accordance with the Department's Code of Conduct, Policies/Procedures and relevant legislation.

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

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 PRE-REQUISITE

1. Accredited Level 3 Incident Controller or DFES Endorsed Level 3 Incident Controller or equivalent
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

ESSENTIAL

1. Demonstrated effectiveness in high level communication, negotiation and consultation with a broad range of internal and external stakeholders.
2. Substantial experience in identifying and implementing change to achieve best practice in all service delivery responsibilities, work practices and in the effective use of human and physical resources.
3. High level and current experience in major emergency incident command and management particularly multi-hazard incidents.
4. Extensive experience of working effectively with a wide range of stakeholders including, fire and emergency service volunteers, Police and other Government Agencies.
5. Comprehensive knowledge of contemporary community centred emergency risk management principles, policies and arrangements.

DESIRABLE

1. Post Graduate qualification in management or equivalent.

POSITION INFORMATION

LOCATION:

Metropolitan, WA

SPECIAL CONDITIONS:

The suitability of individuals to specific Chief Superintendents 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 services 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).

As the Department is in the transition to revised standards of operational, managerial and academic requirements for the rank of Chief Superintendent, employees appointed to the rank of Chief Superintendent will be required to complete the agreed Personal Development Plan to satisfy the Chief Superintendent qualifications and competencies as defined in the Professional Pathways Program which includes attaining post graduate qualifications.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.


Authorised and signed by:

DEPUTY COMMISSIONER OPERATIONS

DIRECTOR HUMAN RESOURCES

Name: Lloyd Bailey AFSM

Name: Karen Roberts

Signature: 

Signature: 

Date: 25-11-15

Date: 26-11-15

JDF REGISTRATION

This Job Description Form (JDF) was registered by:

Name: Sue Leeks

Signature: 

Title: RECRUITMENT COORDINATOR

Date: 26-NOVEMBER-2015