



PROJECT POLICY OFFICER
Position Number: 12101 Level: 7
ANZSCO: 132411

JOB DESCRIPTION FORM

THE ROLE

Undertakes a lead role in the development and review of state-wide bushfire related risk management policies, strategies and guidelines, as well as planning and overseeing projects relating to the development, implementation and review of bushfire related risk management principles, frameworks and practices.

Provides high level, expert advice with respect to the policies of the Office of Bushfire Risk Management (OBRM).

REPORTING RELATIONSHIPS

ORG STRUCTURE: RURAL FIRE DIVISION
OFFICE OF BUSHFIRE RISK MANAGEMENT

THIS ROLE REPORTS TO

Director Office of Bushfire Risk Management Level 8

POSITIONS THAT REPORT TO THIS ROLE

Nil

ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Our volunteers are the biggest workforce of our organisation and play an important role in keeping our community safe. DFES recognises the critical role our volunteers play and the positive impact

they make to the community. Supported by this 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

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.

- Develops and reviews policies relating to the management of bushfire related risk from a statewide perspective in accordance with national and state strategy, best practice, codes, guidelines, standards and legislation.
- Undertakes high-level objective, systematic analysis and draws accurate conclusions based on evidence to inform the development of best practice bushfire management policy.
- Initiates and undertakes research and conducts special projects relating to efficient and effective management of bushfire related risk.
- Represents the Department on relevant committees, forums and working groups.
- Facilitates the development of cooperative partnerships and groups with State, Federal and Industry representatives to promote best practice bushfire management policy.
- Liaises with local governments, government and non-government agencies, providing policy and compliance advice regarding bushfire management.
- Provides high level support to the Director to achieve the outcomes of OBRM.
- Reviews project performance and focuses on identifying opportunities for continuous improvement. Leads and manages a small team to develop and review policies relating to the management of bushfire related risk.
- Shows strong commitment to learning and self-development, and accepts challenging new opportunities.
- Takes responsibility for meeting objectives and progressing work.
- Responds in a positive and flexible manner to change and uncertainty.
- 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. Demonstrated interpersonal and communication skills at a high level, appropriate to working effectively with senior and state-level stakeholders and possess a proven ability to influence.
2. Demonstrated expertise in conceptualizing ideas, researching, analyzing and solving problems at a senior level.
3. Significant experience in effectively developing, writing and reviewing public policy, preferably in relation to risk management.

4. Demonstrated experience interpreting and applying legislative, regulatory and policy arrangements.
5. Strong project management experience managing multiple projects, with the ability to operate independently to meet challenging deadlines and delivery successful outcomes.

DESIRABLE

1. A tertiary qualification (Bachelors minimum) in a complimentary field.
2. Experience in rural fire management and/or emergency planning and management systems, planned burning and bushfire-fighting; or familiarity with the basic principles of bushfire behaviour.

POSITION INFORMATION

LOCATION: Albert Facey House, 469 Wellington Street PERTH WA
This role may be relocated, location to be advised.

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.

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:

A/DIRECTOR OFFICE OF BUSHFIRE RISK MANAGEMENT

Name: Paul Simpson

Signature: [Signature]

Date: 7 August 2019

MANAGER WORKFORCE SERVICES

Name: Helen Redmond

Signature: [Signature]

Date: 9/08/19

JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was electronically registered by:

HR Consultant Name/Signature/Date: Megan Crossley

[Signature]

9/8/2019

