


Job Description Form

1. Position Details

Position Title District Fire Coordinator			Position Number DBCA3049416
Level/Grade Level 5	Specified Calling N/A	Agreement PSA 1992, PSGA 2017	Effective Date 22 October 2019
Division Regional and Fire Management Services		Branch Kimberley Region	
Section East Kimberley District		Location Kununurra	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JOF HR OFFICER: <i>[Signature]</i> 22 Oct, 2019</p>																		
<p>↑</p> <p>Responsible to</p>																				
Position Title District Manager	Level/Grade Level 6 or 7																			
<p>↑</p> <p>Responsible to</p>																				
<p>↑</p> <p>This position</p>		<p>Other offices reporting directly to this office</p> <table border="1"> <thead> <tr> <th>Position title</th> <th>Level/ Grade</th> </tr> </thead> <tbody> <tr><td>District Coordinator Conservation</td><td>Level 5</td></tr> <tr><td>EKD Marine Park Coordinator</td><td>Level 5</td></tr> <tr><td>Purnululu WHA Project Manager</td><td>Level 5</td></tr> <tr><td>Project Officer PVS</td><td>Level 3</td></tr> <tr><td>SOO MG Parks & Res 31165 pgms.</td><td>Level 5</td></tr> <tr><td>District Visitor Interp. Officer Marne</td><td>Level 3</td></tr> <tr><td>Senior Ranger Mitchell WZ</td><td>Grade 3</td></tr> <tr><td>Finance and Administration Officer</td><td>Level 3</td></tr> </tbody> </table>	Position title	Level/ Grade	District Coordinator Conservation	Level 5	EKD Marine Park Coordinator	Level 5	Purnululu WHA Project Manager	Level 5	Project Officer PVS	Level 3	SOO MG Parks & Res 31165 pgms.	Level 5	District Visitor Interp. Officer Marne	Level 3	Senior Ranger Mitchell WZ	Grade 3	Finance and Administration Officer	Level 3
Position title	Level/ Grade																			
District Coordinator Conservation	Level 5																			
EKD Marine Park Coordinator	Level 5																			
Purnululu WHA Project Manager	Level 5																			
Project Officer PVS	Level 3																			
SOO MG Parks & Res 31165 pgms.	Level 5																			
District Visitor Interp. Officer Marne	Level 3																			
Senior Ranger Mitchell WZ	Grade 3																			
Finance and Administration Officer	Level 3																			
<p>↑</p> <p>Officers under <i>direct</i> responsibility</p> <table border="1"> <thead> <tr> <th>Position Title</th> <th>Level/Grade</th> <th>Approx. no. FTEs supervised</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> <td></td> </tr> </tbody> </table>			Position Title	Level/Grade	Approx. no. FTEs supervised	Nil														
Position Title	Level/Grade	Approx. no. FTEs supervised																		
Nil																				

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under the limited supervision of the District Manager:

- Responsible for determining and implementing the district's 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. DBCA3049416	Level/Grade Level 5	Specified Calling N/A	Effective Date 22 October 2019

4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Under the limited 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.
3. Liaises and works with other departmental staff, other agencies, local government, interest groups, local bushfire brigades, the general public and other stakeholders to ensure effective communications and management of fire operations on all land tenures.
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 is available for fire service and/or other approved fire management rosters and aerial / aviation operations including aerial control burning and navigation. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
8. Participates in supervising the delivery of other operational activities, such as conservation and parks and visitor services operations as required.

SERVICES DELIVERY (20%)

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

HUMAN RESOURCE MANAGEMENT (15%)

12. 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.
13. Determines training needs and ensures effective fire training is provided to all district staff and other relevant stakeholders, volunteers and contractors.
14. Facilitates effective teamwork, communication and liaison with district, regional, specialist and other staff to ensure best practice in fire management operations.

FINANCIAL MANAGEMENT (15%)

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

GENERAL (5%)

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

Position Title District Fire Coordinator			
Position No. DBCA3049416	Level/Grade Level 5	Specified Calling N/A	Effective Date 22 October 2019

5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

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

1. Considerable 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 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 appropriately with the media.
3. Demonstrated 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 experience in the management of training and staff development, safety and welfare, and industrial relations programs 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. Well-developed 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 and as an Incident Controller at various incident levels including an understanding of the incident management system and act as a District Fire Duty Officer. Ability to pass the annual departmental fire fitness test and 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.
7. Demonstrated ability, capability or willingness to undertake aerial / aviation operations which includes aerial control burning and navigation.
8. Understanding of occupational, safety and health, and equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Tertiary qualifications in a discipline relevant to natural land management or equivalent qualification. **(Desirable)**
11. Sound working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* associated regulations and other legislation, Awards, policies and instructions relevant to the department. **(Desirable)**

Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Essential:

Open, Accountable, Responsive, Outcome-focused, Collaborative, Integrity.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

Position Title District Fire Coordinator			
Position No. DBCA3049416	Level/Grade Level 5	Specified Calling N/A	Effective Date 22 October 2019

6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> District Allowance	<input checked="" type="checkbox"/> North West Leave	
	<input checked="" type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Relevant fire duties allowances	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD vehicle, two way radios, personal computers, GPS, GIS software, fire-fighting equipment.		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	139112
---	--------

7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date:

Position Title District Fire Coordinator			
Position No. DBCA3049416	Level/Grade Level 5	Specified Calling N/A	Effective Date 22 October 2019