


# Job Description Form

## 1. Position Details

<b>Position Title</b> Regional Leader, Fire Management			<b>Position Number</b> DBCA3028318
<b>Level/Grade</b> Level 5 or 6	<b>Specified Calling</b> N/A	<b>Agreement</b> PSA 1992, PSGA 2017	<b>Effective Date</b> 12 November 2019
<b>Division</b> Regional and Fire Management Services		<b>Branch</b> Goldfields Region	
<b>Section</b>		<b>Location</b> Kalgoorlie	

## 2. Reporting Relationships

<b>Position Title</b> Executive Director Regional and Fire Management Services	<b>Level/Grade</b> Class 2	 <p>Department of Biodiversity, Conservation and Attractions REGISTERED JOB HR OFFICER: <i>Chill</i> 12 Nov. 2019</p>												
↑														
<b>Responsible to</b>														
<b>Position Title</b> Regional Manager	<b>Level/Grade</b> Level 8	<p style="text-align: center;"><b>Other offices reporting directly to this office</b></p> <table border="1"> <thead> <tr> <th>Position title</th> <th>Level/ Grade</th> </tr> </thead> <tbody> <tr> <td>Regional Leader Conservation</td> <td>Level 6</td> </tr> <tr> <td>Senior Operations Officer</td> <td>Level 4 or 5</td> </tr> <tr> <td>Project Officer - Joint Management</td> <td>Level 4 or 5</td> </tr> <tr> <td>EO – Environmental Assessment</td> <td>SCL1 or 2</td> </tr> <tr> <td>Finance and Administration Manager</td> <td>Level 4</td> </tr> </tbody> </table>	Position title	Level/ Grade	Regional Leader Conservation	Level 6	Senior Operations Officer	Level 4 or 5	Project Officer - Joint Management	Level 4 or 5	EO – Environmental Assessment	SCL1 or 2	Finance and Administration Manager	Level 4
Position title	Level/ Grade													
Regional Leader Conservation	Level 6													
Senior Operations Officer	Level 4 or 5													
Project Officer - Joint Management	Level 4 or 5													
EO – Environmental Assessment	SCL1 or 2													
Finance and Administration Manager	Level 4													
↑														
<b>Responsible to</b>														
<b>This position</b>														
↑														
<b>Officers under <i>direct</i> responsibility</b>														
<b>Position Title</b> Operations Officer (Fire)	<b>Level/Grade</b> Level 3	<b>Approx. no. FTEs supervised</b> 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 (Level 5) or minimal (Level 6) direction of the Regional Manager:

- Responsible for the co-ordination of the fire management program and activities within the region; including fire management planning (prescribed fire and bushfire suppression), works programming, work standards and performance, liaison, environmental management, health and safety, and financial accountability.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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## 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 (Level 5) or minimal (Level 6) direction of the Regional Manager:

### PLANNING AND LIAISON (40%)

1. Liaises, works and negotiates 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 within the region consistent with departmental responsibilities. Represents the department at a regional level at external meetings.
2. Liaises with district and regional program leaders and specialist staff to coordinate and implement fire management operations and to ensure the effective delivery of fire management and incident management within the region in accordance with agreed protocols and organisational standards.
3. Coordinates and is responsible for fire management planning, including the regional fire management plan, prescribed burn plans, response plans, emergency and incident control plans and interagency agreements.
4. Contributes to the regional team by identifying, developing and resolving issues affecting fire management in the region. Ensures fire management is integrated with the core responsibilities of the department.
5. Promotes effective public relations and communications relating to departmental goals and strategies to key stakeholders, the community and the media.

### OPERATIONS AND TRAINING (40%)

6. Develops the regional fire management works program including priority setting, resourcing and the establishment and monitoring of appropriate work standards in cooperation with regional program leaders.
7. Ensures the region has in place prioritised and efficient prescribed burning and fire suppression procedures and uses the incident control system to manage and administer emergency operations.
8. Provides a mentoring role and identifies and prioritises fire management and incident response training and safety needs for staff across the region. Implements training programs and maintains records.
9. Assists regional staff to ensure that all fire management operations are carried out safely and efficiently.
10. Works with Fire Management Services Branch to ensure the fire detection system and all fire equipment are operational and functioning to standards set by the department.
11. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
12. Organises and leads After Action Reviews into bushfires or prescribed burns and ensures all required fire incident reporting arrangements for the region are coordinated and implemented.

### POLICY (10%)

13. Ensures all works are planned and implemented in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* associated regulations and other relevant legislation, policy statements, relevant circulars, instructions and management plans. Ensures fire management in the region is compatible with departmental biodiversity conservation responsibilities and priorities.
14. Participates in the development of policy and management guidelines.

### FINANCE / ADMINISTRATION (5%)

15. Coordinates and collates estimates for the region's fire management budget. Liaises with other senior regional and specialist staff to ensure cost effective and appropriate fire management.
16. Monitors expenditure and unit costs for all fire management related activities and assists managers in the implementation of cost benefit analysis.

### GENERAL (5%)

17. Ensures that regional information in Fire Management Services Branch data systems are updated for recording and mapping bushfires and prescribed burns.
18. Prepares reports, briefing papers and recommendations as required.
19. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the Regional Manager.
20. Carries out other duties as directed by the Regional Manager.

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## 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 (**Level 5**) or substantial (**Level 6**) understanding and experience in strategic fire planning and management, and its relationship to community protection, biodiversity conservation.
2. Evidence of well developed (**Level 5**) or high level (**Level 6**) interpersonal and oral communication skills and well developed (**Level 5**) or considerable (**Level 6**) experience in effective liaison and negotiation with other internal and external parties/ agencies; with evidence of having used conceptual and analytical skills to respond to and resolve complex and detailed issues at **Level 6**.
3. Considerable (**Level 5**) or substantial (**Level 6**) demonstrated experience in managing and leading teams, with evidence of mentoring capabilities, and the management of training and staff development, safety and welfare, and industrial relations programs relevant to fire management.
4. Well developed (**Level 5**) or considerable (**Level 6**) experience and knowledge in management systems, including project management, finance and administration and preferably also risk management.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Sound (**Level 5**) or well developed (**Level 6**) written communication skills and abilities in the use of computer software for report writing and data analysis.
6. 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. Considerable (**Level 5**) competence and experience in incident management, and at **Level 6** ability and willingness to fill senior bushfire preparedness (State or Regional Duty Officer) and response (Incident Management Team) roles commensurate with training and experience.
8. Understanding of occupational health and safety, equity and diversity principles and practices.
9. Current 'C' Class Driver's Licence.
10. Tertiary qualification in a suitable natural science, land management or environmental science field. (**Desirable**)
11. Working knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *the Bush Fires Act 1954* associated regulations, policies, management guidelines, and industrial awards pertaining to conservation and land management, with particular relevance to fire management. (**Desirable**)
12. Demonstrated capacity to work with other sections of an organisation and contribute to policy and management guideline development and implementation (**Desirable at Level 6**)

### 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.

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> 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		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input checked="" type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	4WD, GIS, Computers, general field equipment, specialised fire equipment.		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> 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		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	139112
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## 7. Certification

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

Branch/Division Head	Director General
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>

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