



AREA OFFICER RURAL

Position Number: Various Level: Area Officer
ANZSCO: 139112

JOB DESCRIPTION FORM

THE ROLE

Area Officers are responsible for the efficient and effective management of the area's human, physical, financial and information resources to achieve the prevention, preparedness, and response and recovery outcomes as required by DFES.

REPORTING RELATIONSHIPS

COMMAND: Various

THIS ROLE REPORTS TO:

DISTRICT OFFICER Various

POSITIONS THAT REPORT TO THIS ROLE:

STATION OFFICERS	VARIOUS
CESMs	VARIOUS

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.

- Contributes to the Operational Portfolio as part of the region's management team and implements initiatives to achieve Organisational objectives.
- Manages community centred emergency management activities related to the relevant responsibilities within the area.
- Responds to emergency operations as part of an Incident Management Team in line with AIMS principles.
- Provides operational training to volunteers and other relevant stakeholders.
- Contributes to the development of appropriate policies and strategies for emergency management on an area basis and implements them as required.
- Develops and maintains professional working relationships with all stakeholders, including local government and volunteers to continuously improve and ensure optimum service delivery.
- Provides effective leadership, management administration and training support to staff and volunteers.
- Applies environmentally sound policies by employing practices and procedures in fire and emergency management activities.
- Contributes to the human, physical and financial resources of the area to ensure that appropriate operations standards are achieved.
- Prioritises, organises, coordinates and makes decisions according to the business plan to meet identified targets.
- 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 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 PREREQUISITES

1. Station Officer, CESM or equivalent
2. Accredited Level 1 Incident Controller or Endorsed DFES Level 1 Incident Controller in hazards relevant to fire.

ESSENTIAL CRITERIA

1. Well-developed communication and interpersonal skills with the ability to manage personnel.
2. Demonstrated competence in fire and emergency related incident management and planning.
3. Demonstrated conceptual, analytical and problem-solving skills to provide sound advice, in relation to legislative, financial, policy and operational requirements.
4. Broad experience and knowledge of the fire and emergency services industry, with specific experience in rural fire capability.
5. Demonstrated training and assessment skills.

DESIRABLE CRITERIA

1. Other qualifications, training or endorsement such as Operations, Planning Officer.
2. Ability to develop, implement and coordinate mitigation activities such as prescribed burning.

POSITION INFORMATION

LOCATION: Various

SPECIAL CONDITIONS:

DFES is an emergency services organisation and all employees may be required to work during and outside of normal business hours to assist with emergencies.

As the Department is in the transition to revised standards of operational, managerial and academic requirements for the rank of Area Officer, employees promoted to the rank of Area Officer will be required to complete the agreed Personal Development Plan to satisfy Area Officer qualifications and competencies as defined in the Professional Pathways Program and DFES Endorsement as Level 1 Incident Controller in hazards relevant to rural fire.

Additional special conditions

1. Employees in this position participate in an on call roster.
2. Employees in this position will be required to attend emergency incidents.
3. Employees in this position will be required to undertake regular intrastate travel (by air and/or road).

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

Name: Craig Waters

Signature:

Date:


9/3/2020

MANAGER WORKFORCE SERVICES

Name: STACEY NAUGHTON

Signature: S. Naughton

Date: 9/3/2020

JDF REGISTRATION


This Job Description Form (JDF) was registered by

Name:

Signature:

Title:

Date:

Megan Crossley

Senior Workforce M'ment Consultant
10/3/2020