



## CULTURAL FIRE AND PARTNERSHIPS COORDINATOR

Position Number: 006645 Level: 6

ANZSCO: 224912

### JOB DESCRIPTION FORM

#### THE ROLE

The Cultural Fire and Partnerships Coordinator gathers, incorporates and promotes the fire management knowledge and experience of Australian Aboriginal people into the work of the Bushfire Centre of Excellence and its partners, and helps develop, implement and review the Centre's traditional fire program. The position engages with Traditional Custodians, land managers, and local communities to identify knowledge and best practice that can be shared and promoted across the bushfire sector. The role also contributes to the development and implementation of training programs and initiatives with the Centre and its partners.

Aboriginality is a genuine qualification for this position in accordance with Section 50(d) of the *Equal Opportunity Act 1984*.

#### REPORTING RELATIONSHIPS

**ORG STRUCTURE:** RURAL FIRE DIVISION  
BUSHFIRE CENTRE OF EXCELLENCE

#### THIS ROLE REPORTS TO:

Bushfire Knowledge and Practice Manager Level 7

#### POSITIONS THAT REPORT TO THIS ROLE:

Traditional and Cultural Fire Officer Level 5  
Aboriginal Trainee – Traditional Fire Program Level 1

#### 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.*

### TRADITIONAL FIRE LEARNING

- Coordinates and contributes to the development, implementation and revision of the Bushfire Centre of Excellence's Traditional Fire program, and supporting frameworks, procedures and guidelines.
- Promotes and supports understanding, knowledge and awareness of traditional and cultural uses and application of fire by translating knowledge into products and services that meet the needs of the Bushfire Centre of Excellence stakeholders.
- Undertakes analysis of relevant research to provide evidence-based support and supplementary information relating to traditional bushfire management.
- Works collaboratively with relevant stakeholders and engages actively with Traditional land managers and local communities to identify knowledge and best practices that can be shared across the bushfire sector, including experiential and traditional fire techniques.
- Supports and prioritises the integration of traditional and contemporary burning and land management practices into knowledge products, including the development of training courses, by the Bushfire Centre of Excellence
- Maintains an awareness of trends, issues and developments to inform the work of the Bushfire Centre of Excellence, including potential research opportunities.
- Prepares reports, briefing notes and other departmental submissions to meet internal and external requirements.
- Provides human resource management to the Traditional Fire Program team to support the delivery of the Traditional Fire Program.
- Maintains up-to-date databases, document libraries and other record-keeping systems, as required.

### STAKEHOLDER ENGAGEMENT

- Advises on cultural protocols to inform the stakeholder engagement functions of the Bushfire Centre of Excellence, including the safeguarding of Traditional intellectual property.
- Builds relationships with research institutions and other agencies to gain support and collaboration in understanding and application of traditional fire methods.
- In partnership with relevant areas of DFES and other agencies, engages and maintains relationships with Traditional land managers and local communities to support knowledge sharing.
- Identifies, develops and maintains strategic relationships with key stakeholders to manage, implement and influence cultural change in an effective and positive manner.
- Engages with Traditional Custodians, land managers, and local communities to identify knowledge and best practice that can be shared and promoted across the bushfire sector

### OTHER

- Actively models and fosters a workplace culture that is inclusive of the diverse range of stakeholders of the Bushfire Centre of Excellence, and the Western Australian bushfire sector more broadly.
- Plays a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applies DFES health and safety policies and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertakes 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 PREREQUISITE

1. Aboriginality is a genuine qualification for this position in accordance with Section 50(d) of the *Equal Opportunity Act 1984*.

### ESSENTIAL CRITERIA

1. Demonstrated experience in, or significant knowledge of, the development, implementation and management of traditional fire management activities.
2. Excellent communication and interpersonal skills and demonstrated ability to work collaboratively with a wide variety of stakeholders, including developing and maintaining partnerships with Aboriginal people.
3. Well-developed research, analytical and conceptual skills.
4. Demonstrated practical experience in bushfire management, and a contemporary understanding of the bushfire sector in WA.

### DESIRABLE

1. Experience in mentoring or delivering training to individuals and small groups.

## POSITION INFORMATION

### LOCATION:

**BUSHFIRE CENTRE OF EXCELLENCE, NAMBEELUP, SHIRE OF MURRAY**

### 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.

### Additional special conditions:

Employees in this position will be required to undertake regular intrastate travel (by air and/or road).  
Employees in this position may be required to provide operational response capability.

## 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:*

**CHIEF SUPERINTENDENT  
BUSHFIRE CENTRE OF EXCELLENCE**

**MANAGER WORKFORCE SERVICES**



**JDF REGISTRATION – RECRUITMENT USE ONLY**