

Job Description Form

1. Position Details

Position Title Fire and Emergency Services Coordinator			Position Number RIA3120521
Level/Grade 4 or 5	Specified Calling Level	Agreement PSGOCSAGA 2021	Effective Date 20 November 2021
Division Environment, Heritage & Parks		Branch Park Services	
Section Park Services		Location Rottnest Island (residential)	

2. Reporting Relationships

Position Title Director Environment, Heritage & Parks	Level/Grade Level 8	
↑		
Responsible to		Other offices reporting directly to this office
Position Title Park Services Manager	Level/Grade Level 6	← Position title Marine Facilities Coordinator Senior Ranger
↑		Level/Grade 5 4
Responsible to		
This position		
↑		
Officers under <i>direct</i> responsibility		
Position Title Nil	Level/Grade N/A	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:

The Fire & Emergency Services Coordinator:

- provide advice, to staff on issues related to fire risk management (including structural fire and bushfire) and emergency management under the Prevention, Preparedness, Response & Recovery (PPRR) model;
- coordinates, develops, reviews, and implements RIA's operational support to protect the community from natural and non-natural hazards (including severe weather / storm and built environment).
- provides support and guidance to the Rottnest Island volunteer Private Fire and Rescue Service (PFRS) on Rottnest Island, both operationally and administratively.
- provides and/or facilitates relevant emergency management training for RIA staff and the Rottnest Island PFRS; and
- performs the role of Aerodrome Manager & Aerodrome Reporting Officer (ARO) in terms of operational and regulatory / legislative compliance.

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 (%).

FIRE & RESCUE SERVICE PROVISION (40%)

- As required undertakes the role of Incident Controller for Level 1 emergency incidents where the W.A. Fire & Emergency Services (FES) Commissioner is the Hazard Management Agency (HMA).
- Support and assist in the preparation of the Rottnest Island volunteer Private Fire and Rescue Service (PFRS) fire and emergency operational plans and activities.
- Encourage and develop community involvement and ownership of the Rottnest PFRS
- Provide guidance and support to the Rottnest Island PFRS, determine training needs to enhance operational readiness and capability, and ensure effective training is delivered in line with DFES and relevant industry standards.
- Coordinate the Rottnest Island volunteer PFRS human, physical and financial resources, prepare relevant annual fire and emergency services budget estimates, and monitor expenditure & cost effectiveness of operations.
- Undertake fire / emergency incident investigations and news reporting , and complete required actions for closing out using the DFES Incident Reporting System (IRS).
- Oversee the effective maintenance of Rottnest Island's fire equipment, infrastructure, and fleet appliances to meet specified DFES and original equipment manufacturer (OEM) standards.
- Contribute to the RIA EHP Park Services Business Unit operational planning and operational programs relating to fire and emergency services.
- Provides and/or facilitates relevant emergency management training for RIA staff and the Rottnest Island PFRS and maintain up to date records of all qualified personnel.
- Provides direct emergency response capabilities for all emergencies as required and in support of RIA staff and the Rottnest PFRS with the requirement to be on-call regularly.

EMERGENCY MANAGEMENT (40%)

- Undertake the role of Executive Officer of the Rottnest Island Local Emergency Management Committee.
- Represent the RIA in external forums, including relevant working groups and the District Emergency Management Committee (DEMC).
- Ensure the RIA's Local and Emergency Management Arrangements (LEMA), Local Evacuation Plan, Local Recovery Plan and Local Emergency Welfare Plan (in collaboration with the W.A. Department of Communities) and risk / hazard-specific emergency management and response plans are current, the Island's Recovery plan are up-to-date and align with legislative requirements, the State Emergency Management Framework and RIA service objectives.
- Determine, monitor, review, and provide advice and recommendations to the RIA on the standards and techniques for implementing Rottnest Island fire and emergency operational plans and ensure these are compatible with RIA's objectives and responsibilities.
- Coordinate and undertake emergency management activities, monitor, evaluate and report on the implementation of emergency management practices across the RIA.
- Ensure compliance with the current Rottnest Island Facilities, Utilities and Support Services (FUSS) contract in relation to emergency management service provision and associated PPRR requirements.
- Coordinate local level recovery activities for emergency incidents, and monitor evaluate and report on recovery and emergency management arrangements and incidents.
- Prepare and manage emergency management exercises as per the Annual LEMC, and conduct and assess recognised, or coordinate, DFES fire and emergency management training and drills for Rottnest Island's volunteers.
- Work closely with key stakeholders across the RIA, relevant contracted service providers, the Rottnest Island volunteer PFRS, relevant state and local government agencies and industry groups, and engage with the Island community to facilitate community resilience for all hazards, coordinate operations and effective delivery of services in line with MoUs, RIA service objectives and the Rottnest Island Management Plan (RIMP).

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- Liaise with key internal and external stakeholders to ensure effective planning, preparation, implementation monitoring and review of RIA's fire and emergency management policy, procedures, programs, and plans.
- Review and provide advice on risk assessments / risk management plans for events, activities, developments and in accordance with legislation, RIA guidelines and approval requirements .

AERODROME MANAGEMENT / RPA (DRONE) OPERATIONS (20%)

- Carry out all required responsibilities as an Aerodrome Reporting Officer (ARO) to ensure compliance with relevant CASA safety legislation and *Manual of Standards Part 139 – Aerodromes*, including consultation with CASA regional safety inspectors and RIA Infrastructure division as appropriate.

Other

- Undertakes other duties as directed.

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 essential criteria. These should be addressed in no more than three (4) pages in total. The desirable criteria will be assessed at some stage during the selection process.

Essential

1. Considerable (Level 4) or substantial (Level 5) ability in developing, implementing, and coordinating emergency response & emergency management planning processes.
2. Considerable (Level 4) or substantial (Level 5) experience in the development, implementation and review of emergency management, evacuation and recovery plan fire drills, and training and community response exercises.
3. Highly developed communication and interpersonal skills with proven community liaison/engagement, negotiation, and conflict resolution skills in conjunction with a customer focus and an ability to liaise across a range of internal and external stakeholders.
4. Considerable (Level 4) or substantial (Level 5) experience and knowledge in managing local fire and emergency services, including the support facilitation of training and development of volunteer firefighters, staff and other stakeholders in an emergency services environment.

The following essential criteria will be assessed at some stage during the selection process.

5. Minimum of a Certificate III in Public Safety (Firefighting & Emergency Operations) PUA30613 / PUA30601.
6. Current motor driver's license with a minimum of medium rigid (MR) classification.
7. Demonstrated ability to manage a Level 1 emergency incident recognising the Australasian Inter-Service Incident Management System (AIIMS) or equivalent.

Desirable

1. Demonstrated understanding and application of DFES operational Directives and Standard Operating Procedures (SOP), Standard Administrative Procedures (SAP) and Field Guides (FG).
2. Certificate IV in Training and Assessment TAE40116 or equivalent nationally recognised qualification.
3. DFES-accredited trainer & assessor in any / all of the following DFES training modules:
 - a. Bushfire Safety Awareness;
 - b. Firefighting Skills;
 - c. AIIMS Awareness;

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- d. Structural Firefighting;
 - e. On Road and Off-Road Driving;
 - f. Pump Operations;
 - g. Leadership Fundamentals.
4. Successful completion of the *AVISS00053 Aerodrome Reporting Officer (ARO) Skill Set* under the Australian Qualifications Framework (AQF), including possession of a current Aeronautical Radio Operator Certificate (AROC).
 5. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**.

Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Essential** and/or (as a minimum) **Desirable** selection criteria for this position.

6. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence** (DESIRABLE).

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.

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 FTE	
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input 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 checked="" type="checkbox"/> Other - Please specify below:
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Fire & rescue vehicles and equipment, including fire appliances (trucks), self-contained breathing apparatus (BA), hydraulic rescue tools,	



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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 https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input checked="" type="checkbox"/> Yes <input 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	
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7. Certification

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

Branch/Division Head	Director General
Signature: 	Signature: 
Date: 15 November 2021	Date: 17/11/21