

Job Description Form

1. Position Details

Position Title Assistant Operations Officer - Fire			Position Number DBCA3028913
Level/Grade Level 1/2	Specified Calling N/A	Agreement PSA 1992, PSGA 2021	Effective Date 15 February 2023
Division Regional and Fire Management Services		Branch Warren Region	
Section Donnelly District		Location Pemberton	

2. Reporting Relationships

Position Title District Manager	Level/Grade Level 7
---	-------------------------------



Responsible to

Position Title District Fire Coordinator	Level/Grade Level 5 or 6
--	------------------------------------



Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

Personnel Services Section
Registered JDF
16 February 2023 

Other offices reporting directly to this office

Position title	Level/ Grade
Fire Operations Officer	Level 4
Fire Operations Officer	Level 3
Assistant Fire Operations Officer	Level 1/2

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 direction of the District Fire Coordinator:

- Prepares burn prescriptions and assists with prescribed burning operations.
- Assists with district fire management activities and works as outlined in the parks and visitor services, conservation and sustainable forest management operation plans.

The position can operate across all the services within the district depending upon the development program engaged in and the operational needs of the district.

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

Position Title Assistant Operations Officer - Fire			
Position No. DBCA3028913	Level/Grade Level 1 /2	Specified Calling N/A	Effective Date 15 February 2023

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 direction of the District Fire Coordinator:

PROJECT MANAGEMENT (50%)

1. Assists with the coordination, implementation, monitoring and review of the district's works program in the areas of fire management, conservation and parks and visitor services.
2. Assists with operations outlined in strategic operations plans in accordance with management plans, interim guidelines, budgeting requirements, prescriptions and other departmental requirements including;
 - Preparing burn prescriptions and assisting with prescribed burning programs.
 - Assisting with updating the fire recording systems.
 - Assisting with the coordination and maintenance of firebreaks.

FIELD OPERATIONS (25%)

3. Ensures all environmental, safety and works standards are implemented in the projects being undertaken.
4. Supervises wages employees, contractors and volunteers as required.
5. Assumes an allocated role in fire suppression and actively fills a role on the district fire duties roster. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

ADMINISTRATION (10%)

6. Controls the progress and cost of works within allocated areas of responsibility.
7. Prepares reports and correspondence dealing with field management issues, as required.
8. Ensures all operations undertaken are in accordance with departmental plans and guidelines, the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations, other relevant legislation, circulars, management plans and policies.

LIAISON (5%)

9. Liaises with other staff in the department, the public, other local and government agencies, reserve neighbours, indigenous and special interest groups as required, to ensure the effective delivery of departmental service objectives.

GENERAL (10%)

10. Maintains office procedures, records and equipment and vehicles under control to acceptable standards.
11. Represents the department at meetings with local authorities, other government agencies, community groups, indigenous and special interest groups, as required.
12. Participates in development opportunities across all service programs in the District as directed.
13. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate, and as directed by the District Manager.
14. Undertakes other duties as directed by the District Fire Coordinator and District Manager.

Position Title Assistant Operations Officer - Fire			
Position No. DBCA3028913	Level/Grade Level 1 /2	Specified Calling N/A	Effective Date 15 February 2023

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 three criteria. These should be addressed in no more than three pages in total.

1. Some knowledge (Level 1) and experience (Level 2) in working in natural land management *or* a closely related field *or* a related technical area, with a preference for some knowledge of fire management pertaining to biodiversity conservation.
2. Broad understanding of the issues involved in planning and implementing works programs.
3. Some proficiency in computer skills for word processing, spreadsheets and data processing with experience with GPS and GIS applications.

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

4. Well-developed interpersonal, oral and written communication skills, with an ability and willingness to work closely with community and special interest groups.
5. Some knowledge of the principles involved in developing and monitoring budgets.
6. Demonstrated ability to work as part of a team and independently; show a high level of self-motivation, and willingness to travel, work away from home and camp when required.
7. Demonstrated physically fit and able to pass the 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.
8. Understanding of occupational health and safety, and 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. Some understanding of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and associated regulations. **(Desirable)**
12. Current Senior First Aid certificate. **(Desirable)**

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.

13. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect** and **Excellence**.

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 Assistant Operations Officer - Fire			
Position No. DBCA3028913	Level/Grade Level 1 /2	Specified Calling N/A	Effective Date 15 February 2023

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 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: Fire Availability	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Personal Computer, 4WD Vehicle, GPS, general field equipment, VHF radio, 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	441211
---	--------

7. Certification

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

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