Department of **Biodiversity, Conservation and Attractions**

GOVERNMENT OF WESTERN AUSTRALIA

We're working for Western Australia.

Job Description Form

1. Position Details

Position Title			**Position Number**
Fire Aviation Officer (Air Attack Supervisor)			DBCA3137600
Level/Grade	**Specified Calling**	**Agreement**	**Effective Date**
Level 3 or 4	N/A	PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	17 July 2023

Division	**Branch**
Regional and Fire Management Services	Fire Management Services Branch
Section	**Location**
Fire Aviation	Base location negotiable. Requirement to travel to other locations to fill rostered aviation roles.

2. Reporting Relationships

Position Title	**Level/Grade**
Fire Aviation Manager	Level 7

Personnel Services Section
Registered JDF
17 July 2023

⇧

Responsible to

Position Title	**Level/Grade**
Senior Fire Aviation Services Officer	Level 5

⇧

Responsible to

This position

⇧

Officers under *direct* responsibility

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

⇦

Other offices reporting directly to this office

Position title	**Level/ Grade**
Fire Aviation Services Officer	L3 or 4
Fire Aviation Officer (FMDP)	L3 or 4
Fire Aviation Services Officer	L3

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 (Level 3) or general direction (Level 4) of the Senior Fire Aviation Services Officer:

- Undertakes key aerial fire suppression roles, when trained and operationally endorsed to do so. Roles include Attack Supervisor (AAS), Air Base Manager (ABM) and State Operations Air Desk (SOAD) Officer.
- Undertakes key aerial ignition roles, for the purpose of aerial fire suppression operations, when trained and operationally endorsed to do so. Roles include Incendiary Operations Supervisor (IOS) and Aerial Incendiary Equipment Operator (AIEO).
- Assists with (Level 3) or provides (Level 4) training and mentoring to aviation personnel for aerial ignition and aerial fire suppression operations, commensurate with skills and experience.
- Contributes to aviation document development and review.

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 direction (Level 3) or general direction (Level 4) of the Senior Fire Aviation Services Officer::

FIRE AVIATION RESOURCES AND OPERATIONS (75%)

1. Undertakes key aerial fire suppression roles, when trained and operationally endorsed to do so. Roles include Attack Supervisor (AAS), Air Base Manager (ABM) and State Operations Air Desk (SOAD) Officer.
2. Undertakes key aerial ignition roles, for the purpose of aerial fire suppression operations, when trained and operationally endorsed to do so. Roles include Incendiary Operations Supervisor (IOS) and Aerial Incendiary Equipment Operator (AIEO).
3. Assists in the coordination of aerial ignition and aerial fire suppression operations including assisting with;
   - day to day planning and liaison with aircrew
   - day to day planning and liaison with aviation contractors
   - logistical planning
   - coordinating maintenance of plant and equipment

TRAINING (20%)

4. Assists with (Level 3) or organizes (Level 4) training and mentoring aviation personnel for aerial ignition and aerial fire suppression operations, commensurate with skills and experience.
5. Appraises and reports on aviation personnel performance and assists in implementing development programs.
6. Participates in (Level 3) or undertakes and implements (Level 4) approved research and development projects into aerial fire suppression operations or other research, as required.
7. Assists in the development and maintenance of aviation equipment reference materials and aviation training manuals. At Level 4 develops equipment reference materials and manuals,

OTHER (5%)

8. Contributes to aviation document development and review, commensurate with skills and experience.
9. Assists with the preparation of written reports on aerial fire suppression operations.
10. 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 Branch Manager.
11. Undertakes other duties, as required by the Senior Fire Aviation Services Officer.

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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. Knowledge and experience (Level 3) or demonstrated knowledge and experience (Level 4) of fire management roles relevant to land management activities.
2. Knowledge and experience (Level 3) or demonstrated knowledge and experience (Level 4) of aviation roles relevant to fire management, including aerial fire suppression operations and/or aerial ignition.
3. Evidence of (Level 3) or well-developed (Level 4) oral communication and interpersonal skills and experience in mentoring personnel.
4. Evidence of well-developed written communication skills, including the ability to organise and manage works programs, and prepare reports within agreed timeframes.

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

5. 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, plus ability and willingness to undertake aviation roles and to camp in isolated areas throughout the State of Western Australia for extended periods.
6. Understanding of work, health and safety, equity and diversity principles and practices.
7. Current '*C' Class* Driver's License.
8. Knowledge (Level 3) or working knowledge (Level 4) of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and related regulations, policies, and protocols. (**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.

9. 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.

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6. Other

Position Status Does the position form part of the permanent structure?	☐ Yes ☒ 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.	Full time for 8 months through the fire season. 18 September – 30 April	
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	☐ District Allowance	☐ North West Leave
	☐ Air Conditioning	☐ No Fixed Hours (Rangers only)
	☐ Ranger Leave (Rangers only)	☒ Other - Please specify below: Fire Availability and flying allowance
Specialized Equipment Operated Specify type of equipment e.g. 4WD.	4WD if required, office equipment including computer, electronic navigation equipment, water bomber reloading 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.	☐ Yes ☒ 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.	☐ Yes ☒ 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:**