



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

ORG STRUCTURE **OPERATIONS**
COUNTRY OPERATIONS

THIS ROLE REPORTS TO

Role: DISTRICT OFFICER

POSITIONS THAT REPORT TO THIS ROLE

Role:

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.

Supported by an 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

Employees are required to undertake all duties and responsibilities in accordance with the Department's Code of Conduct, Policies/Procedures and relevant legislation.

SPECIFIC RESPONSIBILITIES

- 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 management of human, physical and financial resources of the area to ensure that appropriate operations standards are achieved.
- Priorities, organizes, coordinates and makes decisions according to the business plan to meet identified targets.
- Undertakes 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 PRE-REQUISITES

1. Possession of a Heavy Rigid Driver's Licence.
2. Evidence of skills and knowledge required as a Level 1 Incident Controller.

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. Demonstrate training and assessment skills.

POSITION INFORMATION

LOCATION:

Various

SPECIAL CONDITIONS:

DFES is an emergency services organisation and Area Officers will be required to work business hours or outside of normal business hours to assist with emergencies.

Additional special conditions

This position will be required to form part of an on call roster. Area Officers are required to complete the requirements of the approved Area Officer pathway.

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: L BAILEY

Signature: 

Date: 6-8-14

DIRECTOR HUMAN RESOURCES

Name: K BEATS

Signature: 

Date: 6-8-14

JDF REGISTRATION

This Job Description Form (JDF) was registered by

Name: SUE ECCLES

Signature: 

Title: RECRUITMENT COORDINATOR

Date: 6-8-2014

