

## DUTY STATEMENT

### DESCRIPTION

The Bushfire Centre of Excellence aims to improve fire management outcomes through leadership, collaboration and innovation across the bushfire sector. Its training function comprises the development, delivery and quality assurance of Bushfire Centre of Excellence training and professional development courses, and reporting to meet internal and external standards. The Area Officer works within the training delivery team of the broader training function, reporting to the District Officer. The Area Officer schedules, delivers and facilitates training, assessment and professional development in a number of disciplines across Western Australia's bushfire sector. This position delivers training to a wide range of stakeholders, including bushfire volunteers, state and local government, private industry, and members of the public, across Western Australia.

### SPECIFIC RESPONSIBILITIES

- Coordinate training courses for training and professional development products and services offered by the Bushfire Centre of Excellence.
- Engage and collaborate with subject matter experts, other trainers, regional staff/volunteers and other stakeholders to determine training needs and issues.
- Provide support to regional staff, volunteers, non-government stakeholders and others across the bushfire sector in coordinating and delivering bushfire-related training programs across Western Australia.
- Deliver training on behalf of the Centre of Excellence in accordance with the Bushfire Centre of Excellence Training and Assessment Strategy and recognised standards/requirements.
- Conduct competency-based assessments in accordance with recognised standards/requirements and the Bushfire Centre of Excellence Training and Assessment Strategy.
- Coordinate and facilitate professional development opportunities such as workshops, camps and seminars for both bushfire-related and training and assessment subject matter.
- Maintain productive relationships with subject matter experts and stakeholders across the bushfire sector, including developing networks to facilitate shared learning and professional standards.
- Assist other members of the Training Delivery team to coordinate and deliver training courses.
- Contribute to quality assurance and continuous improvement activities, including but not limited to validation, publishing/proof-reading and auditing.
- Comply with all standards including the Bushfire Centre of Excellence Training and Assessment Strategy.
- Maintain personal professional development in both industry skills and training and assessment skills.
- Actively models and fosters best practice in training and assessment delivery, including a user-focused attitude to ensure the training and professional development products and services of the Centre meet the diverse needs of stakeholders from across the bushfire sector.
- Undertake other projects and duties as required.

### DESIRABLE QUALIFICATIONS

In addition to the specifications outlined in the Area Officer Job Description Form, and required qualifications for a Rural Fire Stream Area Officer, the following qualifications are considered highly desirable:

- Possession, or working toward achieving, of any one of the following:
  - TAE40116 Certificate IV in Training and Assessment **OR**
  - TAE40110 Certificate IV in Training and Assessment, plus TAELN411, TAEASS502, TAEASS401A, TAEASS5021B (TAE40110) and willing to upgrade **OR**
  - A diploma or higher level qualification in adult education.