



ABOUT US

We are a team of forestry professionals engaged in the industry from the seed to the end-product. We work with community, industry and government to create a vibrant forestry industry. We will create an environment of innovation, ensuring that our forests are a strategic and sustainable resource for the future. Over the next two years, the FPC will be transitioning to a new business model as part of major changes in its operating environment, including the West Australian Government's changes to native forest policy and commitment to a new investment in softwood plantations over the next decade.

OUR VALUES



Our values underpin everything we do. Each of us striving to be our best and treating each other well, this is what we stand for at the FPC. The ability to demonstrate how you will apply our values is important to us.

POSITION DETAILS

Position title: Fire Protection Coordinator
Level: 4
Position number: FPC3155360
Division: Operations
Branch: Forest Management
Award/Agreement: GOSAC Award / Public Sector CSA Agreement
Location: Bunbury

REPORTING RELATIONSHIPS

This position reports to: Level 6, Manager Fire Protection
Number of positions supervised: 0

ROLE SCOPE

The Fire Protection Coordinator is responsible for coordinating and recording all fire protection training information and assets/supplies to ensure compliance with regulatory requirements for staff and effective utilisation of resources. Additionally, the position supports the regional office business activities through effective and efficient management of financial and purchasing, human, fire technical systems, and information services.

DUTIES AND RESPONSIBILITIES

Fire Protection Training and Asset Coordination

- Coordinate and undertake staff training management activities relating to the FPC's fire training programs including ensuring staff training profiles, requirements and reporting are accurate, refreshed and maintained in line with operational standards and FPC requirements.
- Work collaboratively with operations staff to ensure fire management fleet and equipment data is current, serviced, and accurate.
- Ensure fire protection training and equipment information are commensurate with capability, capacity, and level of experience to enable and ensure safe and effective fire management activities.
- Work closely with operations staff to ensure information for monitoring the location and movement of vehicles, staff and contract resources is captured correctly and in a timely manner.
- Undertake a range of information management and communication responsibilities relating to fire management including sharing of spatial and non-spatial information with FPC's stakeholders, including Neighbour's, Local Government contractors and other agencies.
- Provide advice and respond to fire and emergency management training and fire protection asset/supply matters including attendance, procurement, condition, safety, communication and reporting aspects.
- Undertake data analysis to meet fire management regular and nominated reporting requirements in a timely manner.

Operations Support

- Work collaboratively with other agencies via operations dashboards/databases and other means to ensure shared information including data pertaining to staff disposition is timely and accurate for the delivery of an effective and efficient coordinated response to fire or emergency matters.
- Coordinate the development of the annual FPC fire roster compilation and seasonal amendments.
- Undertake financial, procurement and reporting aspects, including providing recommendations, where necessary relating to monthly budget reviews, year-to-date expenditure, payables, credit card acquittals, purchase order creation, and the purchasing of appropriate equipment and PPE to ensure staff safety and well-being.
- Contribute to the development, and review of Fire management documents, procedures and policies.
- Actively participate in managing risk, resolving workplace safety issues, and promoting a safe working environment.

Stakeholder Engagement and Liaison

- Develop and maintain professional working relationships with all stakeholders to ensure optimum service delivery and to enhance services.
- Work collaboratively with the Operational Support team and the Fleet and Facilities Coordinator to achieve business goals and outcomes relating to fire protection training, assets and safety matters.

OTHER

- Comply with the requirements of the Commissioner's Code of Conduct and all relevant legislation including EEO, OSH, Procurement and Records Management.
- Undertake other duties and special projects as directed.

SELECTION CRITERIA

Applicants will be assessed on their capacity to meet the following criteria in the context and scope of the position.

Essential

- Demonstrated relevant experience in coordinating and undertaking a range of either asset, fire and/or emergency management activities.
- Demonstrated financial and procurement management experience including assisting in developing budgets, monitoring year-to-date expenditure, preparing financial reports, creating purchasing orders, procuring goods and services and processing a range of transactions.
- Demonstrated ability to prioritise, organise and complete business activities within agreed and/or competing timeframes and to work collaboratively to resolve issues and achieve outcomes.
- Good analytical and problem-solving skills including a sound understanding of fire protection operations.
- Demonstrated verbal and written communication and interpersonal skills, with the ability to liaise with and maintain positive working relationships with a variety of internal and external stakeholders.

Desirable

- Relevant experience utilising basic GIS and Field tracking systems.
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OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none">• Current Driver's Licence
Police Certificate	<ul style="list-style-type: none">• A current WA National Police Certificate is required• Overseas Police Certificates may be required

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED BY

People and Culture

Date 21 August 2023
Reference D23/26600