



Job Description Form

Position Details

Position Title: Fire Operations Officer	Position Number: DBCA3162421	Level: Level 3 or 4
Division: Regional and Fire Management Services	Branch: South Coast Region	Section: Esperance District
Employment Agreement: PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	Location: Esperance	Effective Date: 5 February 2025

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Reporting Relationships

Position Title District Fire Coordinator	Level/Grade Level 5	⇐	Position title Nil	Level
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title Nil	Level/Grade	Approx. no. FTEs supervised
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About the Role

Under the direction (Level 3) or general direction (Level 4) of the District Fire Coordinator:

- Assists in the (Level 3) or responsible for (Level 4) planning, organising and implementing works programs and operations relating to fire management.
- Undertakes an active role in departmental prescribed burning and bushfire suppression operations.
- Participates in the preparation and delivery of allocated works programs to agreed standards and timeframes.
- Monitors and reports on operations.
- Liaises with community, key stakeholders and community groups in a positive and informed manner

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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Responsibilities

Under the direction (Level 3) or general direction (Level 4) of the District Fire Coordinator:

SERVICES DELIVERY (30%)

1. Assists in determining the standards and techniques for implementing district works programs. Ensures all activities are compatible with the department's core biodiversity conservation objectives and responsibilities.
2. Assists with the co-ordination and integration of the district's annual works programs with respect to district priorities, services standards, resources, seasonal factors, environmental management, policies and departmental guidelines.
3. Ensures all operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016* and the *Bush Fires Act 1954*, associated regulations, circulars, policies, protocols and other relevant legislation.

DISTRICT OPERATIONS (55%)

4. Coordinates all district fire mapping, GIS and associated geodata as well as fire related information.
5. Assists with the planning and implementation of management actions and programs prescribed in annual work plans, management plans and Interim Management Guidelines to maintain and enhance biodiversity on conservation reserves, other departmental managed lands and crown reserves. Works include:
 - monitoring fire management activities and field operations in allocated areas of responsibility;
 - planning, implementing and ensuring compliance of disturbance activities within the fire management programme as required;
 - liaising with staff in the conservation, parks and visitor and sustainable forest management services on matters concerning fire management and potential impacts on their programmes;
 - planning and implementing fire related rehabilitation programs; and
 - promoting community education opportunities associated with the outcome of projects.
6. Assists with the coordination of (Level 3) or coordinates (Level 4) works programs for Conservation Employees, contractors, and volunteers, and supervises and reports on quality of work performed.
7. Communicates effectively, both verbally and written, with other district staff, regional and specialist staff to ensure best practice activities in the departmental programs. Prepares reports, enters and stores data and maintains records.
8. Participates in incident control activities and fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

HUMAN RESOURCES MANAGEMENT (5%)

9. Actively contributes as a team member. Leads staff when required. Assists in developing and implementing training to other district staff.
10. Prepares and reviews job prescriptions and assist with job safety analyses for works programs..
11. Ensures safe and efficient work methods are used at all times.

FINANCIAL MANAGEMENT (5%)

12. Assists in the development of the annual works program including the preparation of financial estimates.
13. Monitors expenditure and cost effectiveness of works within allocated areas.

GENERAL (5%)

14. Attends meetings on behalf of the District Fire Coordinator as required.
15. 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 District Manager.
Undertakes other duties as directed by the District Manager

Selection Criteria

Applicants should address the following four criteria. These should be addressed in no more than four pages in total.

1. Knowledge of and experience (Level 3) or demonstrated operational experience (Level 4) in the management of fire related activities for biodiversity conservation and community asset protection purposes including bushfire suppression, incident management principles and practices and the planning and implementation of prescribed burning programs.

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- Experience in liaising with external organisations, including local authorities, private companies, other government agencies, stakeholders (including indigenous) and community interest groups.
- Knowledge and skills (Level 3) or experience (Level 4) in leading and managing teams, including implementing works programs, scheduling work, setting and reviewing goals and controlling and reviewing progress, with a preference for experience in managing volunteers and contractors.
- Good (Level 3) or well developed (Level 4) oral and written communication skills, including report writing as well as demonstrated experience in GIS, and electronic data management preferably related to fire management.

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

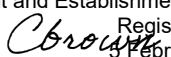
- Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience plus the ability to pass the departmental fire fitness test and have an understanding of the Australasian Interagency Incident Management System.
- Understanding of work, health and safety, and equity and diversity principles and practices.
- Tertiary qualification in a discipline relevant to natural land management, environmental management or equivalent qualification. **(Desirable)**
- Knowledge of (Level 3) or working knowledge (Level 4) the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* associated regulations and other legislation, awards, policies and protocols relevant to the department. **(Desirable)**

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1 FTE
National Police Check <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current 'C' Class Driver's Licence	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input checked="" type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input checked="" type="checkbox"/> Other (Please specify) Fire Availability	

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF

 3 February 2025