



Job Description Form

Position Details

Position Title: Fire Training Officer <i>or</i> Senior Fire Training Officer	Position Number: DBCA3096963	Level: Level 4 <i>or</i> 5
Division: Regional and Fire Management Services	Branch: Fire Management Services	Section:
Employment Agreement: PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	Location: Kensington, Bunbury or by negotiation	Effective Date: 12 March 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 Fire Training Coordinator Level/Grade Level 6	↔	Position title 5 x Fire Training Officer <i>or</i> Senior Fire Training Officer 1 x Fire Training project officer (Aviation) 1x Fire training officer (FMDP)	Level Level 4 or 5 Level 5 Level 4
Responsible to <div style="border: 2px solid orange; padding: 2px;">This position</div>			

Officers under *direct* responsibility

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

About the Role

Under the general (Level 4) or limited (Level 5) direction of the Fire Training Coordinator:

- Participates in the design and development (Level 4) or designs and conducts (Level 5) fire management training and assessment programs.
- Reports on (Level 4) or participates in monitoring (Level 5) the effectiveness and standards of training delivery and assessment.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Responsibilities

Under the general (Level 4) or limited (Level 5) direction of the Fire Training Coordinator:

Position Title Fire Training Officer <i>or</i> Senior Fire Training Officer		
Position No. DBCA3096963	Level Level 4 or 5	Effective Date 12 March 2025

TRAINING (70%)

1. Participates in the design and development (Level 4) or designs, develops and conducts (Level 5) fire management training and assessment programs including:
 - assessment tools for recognition of current competency;
 - assessment tools for recognition of prior learning;
 - writing training programs, and learning guides consistent with curriculum guidelines
 - records training programs; and
 - using training resources to best effect.
2. Works collaboratively with subject matter experts and the Fire Training team to design and deliver fire training that meets district and regional needs.
3. Assists in monitoring, (Level 4) or monitors and reports on (Level 5) the effectiveness, delivery and standard of fire training and assessment within the department.
4. Assists (Level 4) or participates (Level 5) in the development and review of competency-based standards for fire management.
5. Assists at a state level (Level 4) or participates at a state and national level (Level 5) in the development of curriculum, learning guides and assessment procedures in fire management topics.

LIAISON (20%)

6. Provides advice and responds to enquiries internally (Level 4 and 5) and externally (Level 5) to meet the department's fire training objectives.
7. Liaises with relevant government departments and other emergency management agencies on the provision of and attendance at fire and emergency management training and assessment programs. (Level 4 and 5)

ADMINISTRATION (5%)

8. Monitors allocated budgets and expenditure and informs the Fire Training Coordinator of outcomes as part of the departmental fire training budget processes.
9. Assists with the administration of team activities. (Level 4 and 5)
10. Participates in the maintenance of the departmental fire training and competency record keeping systems. (Level 4 and 5)
11. Acts as Fire Training Coordinator, if required. (Level 5)

GENERAL (5%)

12. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
13. 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.
14. Undertakes other duties as required by the Fire Training Coordinator.

Selection Criteria

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

1. Evidence of highly developed (**Level 5**) *or* well-developed (**Level 4**) written, oral and interpersonal communication skills and demonstrated experience (**Level 5**) *or* experience (**Level 4**) in effective liaison and negotiation at a senior level to achieve organisational goals with internal and external stakeholders.
2. Experience in effective team leadership and project management (**Level 5**) *or* demonstrated ability to work with initiative as a member of a team and alone with minimal supervision (**Level 4**) and ability to meet deadlines. Evidence exists of strong conceptual and analytical skills and at **Level 5** handles information that is complex and detailed with ease.
3. Experience in (**Level 5**) *or* the ability to (**Level 4**) to assess training needs and design, deliver and evaluate quality training and resources, including computer driven presentations.

Position Title Fire Training Officer <i>or</i> Senior Fire Training Officer		
Position No. DBCA3096963	Level Level 4 or 5	Effective Date 12 March 2025

4. Demonstrated competence and experience in fire management roles, including bush fire incident management, together with an appreciation of the role policies, practices and procedures have in fire management

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

5. Hold a current Certificate IV in Training and Assessment (**Level 5**) or the ability to acquire the certificate within 12 months of commencement (**Level 4**)
6. Hold the national units of competency relevant to fire training or have an ability to acquire these in the first 6 months.
7. Understanding of work, health and safety, and equity and diversity principles and practices.
8. 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.
9. Willingness and ability to travel to remote locations, for a minimum of 8 weeks per annum.
10. Working knowledge (**Level 5**) *or* knowledge (**Level 4**) of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and their related regulations. (**Desirable**)
11. Demonstrated proficiency (**Level 5**) *or* proficiency (**Level 4**) in the use of computer software for report writing, information analysis, training material development and maintenance and formatting (**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 [Personal Leadership](#).

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 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 type="checkbox"/> Other (Please specify)

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
C. Brown
 12 March 2025