



# Job Description Form

## Position Details

|  |  |  |
|--|--|--|
| <b>Position Title:</b><br>Regional Leader Fire Management  | <b>Position Number:</b><br>DBCA3054356 | <b>Level:</b><br>Level 6 or 7          |
| <b>Division:</b><br>Regional and Fire Management Services  | <b>Branch:</b><br>Warren Region        | <b>Section:</b>                        |
| <b>Employment Agreement:</b><br>PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015 | <b>Location:</b><br>Manjimup           | <b>Effective Date:</b><br>4 March 2025 |

## Our Values

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

### Integrity



Commitment to knowing and doing what is right

### Collaboration



Commitment to team, partnership and the support of others

### Accountability



Commitment to being transparent, taking ownership and personal responsibility

### Respect



Commitment to the respect of people, culture and place

### Excellence



Commitment to quality, innovation and continuous improvement

## Reporting Relationships

| Position Title        | Level/Grade |   | Position title                   | Level        |
|-----------------------|-------------|---|----------------------------------|--------------|
| Regional Manager      | Level 8     | ⇐ | District Manager Donnelly        | Level 7      |
|                       |             |   | District Manager Frankland       | Level 6 or 7 |
|                       |             |   | Regional Leader Conservation     | Level 6 or 7 |
|                       |             |   | RL Sustainable Forest Management | Level 5 or 6 |
|                       |             |   | RL Parks & Visitor Services      | Level 6 or 7 |
|                       |             |   | Regional Wildlife Officer        | Level 5      |
|                       |             |   | Regional Business Manager        | Level 5 or 6 |
|                       |             |   | Project Officer                  | Level 6      |
|                       |             |   | Personal Assistant               | Level 3      |
| <b>Responsible to</b> |             |   |                                  |              |
| <b>This position</b>  |             |   |                                  |              |

### Officers under *direct* responsibility

| Position Title                    | Level/Grade | Approx. no. FTEs supervised |
|-----------------------------------|-------------|-----------------------------|
| Fire Operations Officer           | Level 4     | Nil                         |
| Fire Operations officer           | Level 3     | Nil                         |
| Assistant Fire Operations Officer | Level 1/2   | Nil                         |

## About the Role

Under the minimal direction of (Level 6) or reporting to (Level 7) the Regional Manager:

Responsible for the co-ordination of the fire management program and activities within the region; including fire management planning, (prescribed fire and bushfire suppression), works programming, work standards and performance, liaison (including Traditional Owner engagement), environmental management, health and safety, and financial accountability

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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| <b>Position No.</b><br>DBCA3054356                       | <b>Level</b><br>Level 6 or 7 | <b>Effective Date</b><br>4 March 2025 |

## Responsibilities

Under the minimal direction of (Level 6) or reporting to (Level 7) the Regional Manager:

### PLANNING AND LIAISON (40%)

1. Liaises, works and negotiates with other departmental staff, other agencies, local government, Traditional Owners, interest groups, local bushfire brigades, the general public and other stakeholders to ensure effective communications and management of fire within the region consistent with departmental responsibilities, missions and goals.
2. Liaises with district and regional program leaders and specialist staff to coordinate and implement fire management operations and to ensure the effective delivery of fire management and incident management within the region in accordance with agreed protocols.
3. Coordinates and is responsible for fire management planning, including the regional fire management plan, prescribed burn plans, incident response plans and interagency agreements.
4. Contributes to the regional team by identifying, developing and resolving issues affecting fire management. Ensures that fire management is delivered in an integrated manner with the other core responsibilities of the region.
5. Liaises and communicates with the general public, local authorities, neighbours, government agencies, special interest groups and other stakeholder with respect to fire management in the region. Represents the department at a regional level at external meetings.
6. Promotes effective public relations and communications relating to departmental objectives and strategies to traditional owners, key stakeholders, the community and the media. At Level 7 handles complex issues with ease and communicates them in easily understood terms.

### OPERATIONS AND TRAINING (40%)

7. Develops the regional fire management works program including priority setting, resourcing and the establishment and monitoring of appropriate work standards in cooperation with regional program leaders.
8. Ensures the region has in place prioritised and efficient prescribed burning and fire suppression procedures and uses the incident control system to manage and administer emergency operations.
9. Provides a mentoring role and identifies fire management and incident response training and safety needs for staff across the region. Implements training programs and maintains records.
10. Ensures all fire management operations are carried out safely and efficiently.
11. Coordinates and ensures the fire detection system and all fire equipment are operational and functioning to standards set by the department.
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. Organises and leads fire investigations and ensures all required fire incident reporting arrangements for the region are coordinated and implemented.

### POLICY (10%)

14. Ensures all works are planned and implemented in accordance with the *Conservation and Land Management Act 1984*, *the Biodiversity Conservation Act 2016*, *the Bush Fires Act 1954* and other relevant legislation and regulations, policy statements, relevant circulars, and management plans. Ensures fire management in the region is compatible with departmental biodiversity conservation responsibilities and priorities.
15. Participates in the development of policy and management guidelines.

### FINANCE/ADMINISTRATION (5%)

16. Coordinates and collates estimates for the region's fire management budget. Liaises with other senior regional and specialist staff to ensure cost effective and appropriate fire management.
17. Monitors expenditure and unit costs for all fire management related activities and assists managers in the implementation of cost benefit analysis.

### GENERAL (5%)

18. Ensures that Fire Management Services branch data systems are updated for recording and mapping bushfires and prescribed burns.
19. Prepares reports, briefing papers and recommendations as required. At Level 7 responses are comprehensive, complex, concise and easily understood.
20. 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 Regional Manager.
21. Carries out other duties as directed by the Regional Manager.

## Selection Criteria

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

1. Substantial demonstrated understanding of, and experience in, (**Level 6**) or extensive demonstrated knowledge of, and experience in (**Level 7**) strategic fire planning and management, and its relationship to community

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protection, and biodiversity conservation with preference for someone with experience in fire management in forest and urban interface environments.

- Evidence of high level interpersonal and oral communication skills, and considerable (**Level 6**) or extensive (**Level 7**) experience in effective liaison and negotiation with other internal and external parties/ agencies, with evidence of having used conceptual and analytical skills to respond to and resolve complex and detailed issues (**Level 6**) or evidence of ability to think and act strategically, analyse, resolve and respond to complex and detailed issues and effectively communicate at a range of levels (**Level 7**).
- Substantial (**Level 6**) or extensive (**Level 7**) demonstrated experience in managing and leading teams, with evidence of mentoring capabilities, and the management of training and staff development, safety and welfare.
- Considerable experience and knowledge in management systems, including project management, finance and administration and preferably also, risk management.
- Evidence of ability and/or willingness to work with Traditional Owners to deliver native title aspirations and goals through joint management, cooperation, or collaborative arrangements.

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

- Well developed (**Level 6**) or highly developed (**Level 7**) written communication skills including the ability to prepare reports use computers and make effective presentations to senior management.
- 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.
- Ability and willingness to fill senior bushfire preparedness (State or Regional Duty Officer) and response (Incident Management Team) roles commensurate with training and experience.
- Demonstrated capacity to work with other sections of an organisation and contribute to policy and management guideline development and implementation (Level 7) (**Desirable at Level 6**)
- Understanding of work, health and safety, equity and diversity principles and practices.
- Tertiary qualification in a discipline relevant to natural land management or equivalent. (**Desirable**)
- Working knowledge (**Level 6**) or sound working knowledge (**Level 7**) of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954* and other relevant legislation and regulations, policies, management guidelines, and industrial awards pertaining to conservation and land management, with particular relevance to fire management. (**Desirable**)

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

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

|  |                   |
|--|-------------------|
| <b>Position Status - Permanent</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   | <b>FTE:</b> 1 FTE |
| <b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>For more information refer to the department's guidelines on <a href="#">National Police checks</a> .  |                   |
| <b>Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current 'C' Class Driver's Licence 4WD Vehicle  |                   |
| <b>Medical Assessment</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |                   |
| <b>Working with Children</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>   |                   |
| <b>Allowance and Special Conditions</b><br><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 checked="" type="checkbox"/> Other (Please specify) Fire Availability and allowances |                   |

#### Certification

Verified by:

Recruitment and Establishment Section  
Registered JDF  
*Cbrown* March 2025