



# RFS

## EVENTS OFFICER

### ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate   Business Unit	Office of the Commissioner   Events & Awards
Role Number	52020737
Grade	RFS Level 4/5
Date of Approval	11 May 2025
Role Description Reference No.	RD458
Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>

### About Us

The Rural Fire Service (RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush firefighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

### Role Purpose

Assist in the coordination of major RFS events so that all aspects of event planning, management, documentation, logistics, and promotions are effectively managed for the successful delivery of events. Provide support to District and Area members undertaking official events, including station openings and medal presentations.

## Key Accountabilities

1. Provide assistance in organising major events, including relevant corporate events, championships and conferences/forums, to ensure member engagement, successful delivery, achievement of organisational objectives, and compliance with Service and Government policies, all within budget.
2. Provide administrative assistance to achieve business objectives across the Events & Awards team.
3. Coordinate event briefings for RFS executive members attending official functions.
4. Prepare relevant correspondence and promotional material relating to events and communicate information to stakeholders in a timely manner.
5. Utilise records management systems ensuring relevant and accurate records are maintained.
6. Act as a point of reference for queries from members across the RFS and provide accurate and timely information and advice.
7. Assist procurement processes, including obtaining quotes and producing purchase orders, to support key corporate events.

## Essential Requirements

- Certificate III in a relevant discipline (e.g. Administration or Events), or equivalent expertise.
- A current Driver Licence and the willingness and ability to travel regularly.
- Attendance at events outside of regular work hours may be required in accordance with applicable instruments.
- During periods of major operational activity, the incumbent may be required to support operational management activities consistent with their skills and background.

## Key Knowledge and Experience

- Genuine appreciation and understanding of a volunteer-based community service.
- Ability to manage multiple tasks and projects simultaneously and work efficiently under pressure.
- Demonstrated high level organisational and communication skills.

## Role Dimensions

### Decision Making

- The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
- The role routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
- The role seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

### Reporting Line

The role reports to the Manager Events & Awards.

### Direct Reports

Nil.

### Budget/Expenditure

Nil.

## Key Relationships – Internal




Who	Why
Manager	<ul style="list-style-type: none"><li>– Work in close collaboration to ensure seamless delivery of services.</li></ul>
Events & Awards Team	<ul style="list-style-type: none"><li>– Support the team and work collaboratively to contribute to achieving business outcomes.</li><li>– Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.</li></ul>
Executive, Managers and Supervisors	<ul style="list-style-type: none"><li>– Maintain an inter-unit ‘teams based’ approach that builds capacity and has a focus on the provision of quality services.</li></ul>
All RFS Members	<ul style="list-style-type: none"><li>– Communicate with RFS members at all levels providing advice and support regarding Events &amp; Awards matters.</li><li>– Develop and maintain effective working relationships and open channels of communication across the agency to effectively contribute to better outcomes for our members and the community.</li></ul>

## Key Relationships – External

Who	Why
Other Government Departments and Emergency Services Agencies	<ul style="list-style-type: none"><li>– The incumbent communicates with other government agencies and kindred organisations about routine matters relating to the work of the Events and Awards Team.</li></ul>
External Suppliers	<ul style="list-style-type: none"><li>– The incumbent regularly communicates with suppliers with respect to events items.</li></ul>

## Capabilities for the Role

The [NSW Public Sector Capability Framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. **Focus capabilities** are considered the most important for effective performance of the role.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Intermediate
	Value Diversity and Inclusion	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Intermediate</b>
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	Work Collaboratively	Foundational
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Foundational</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

For further information regarding this role description, please contact the Recruitment Team or email [Recruitment@rfs.nsw.gov.au](mailto:Recruitment@rfs.nsw.gov.au).

