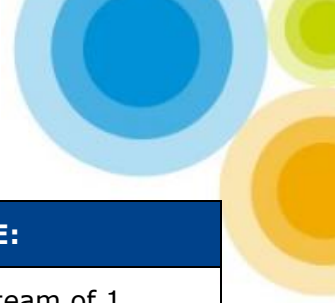


MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

DELIVERY SUPPORT OFFICER FIRE

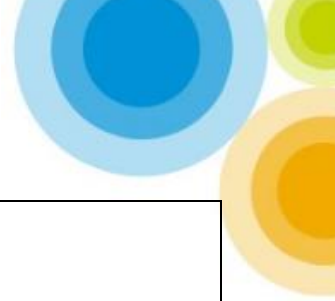


REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Program Lead Delivery	This role has 0 direct reports, and a team of 1 employees.
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Delivery Support Officer Fire is responsible for:</p> <ul style="list-style-type: none"> • The co-ordination of the annual recruitment of seasonal or project fire fighters (PFF's). • ensure all MW fire fighters have completed a current medical and task based assessment (TBA). • Fire management administrative support to the Manager, Eastern Region, Fire Delivery Officer and MW Fire Duty Officer. 	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> • Coordinate the annual recruitment of MW PFF's including the Fire Lookout Observer. This includes ensuring promotion, shortlisting, interviews and pre-season training are met according to agreed timelines. • Medicals and TBA's are completed for all MW fire fighters before they commence on the availability roster. • Fire deployment and seasonal reviews are conducted for all teams. • Fire management administrative documents are regularly reviewed and updated. • Prompt and effective response and contribution to Melbourne Water's fire fighting organisation including fire response activities and tactical on the ground operations. • Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. 	
KEY RESPONSIBILITIES	KPIs
<p>Recruitment of Project Fire Fighters (PFF's)</p> <ul style="list-style-type: none"> • Liaise with DEECA and MW recruitment team to ensure all MW details are correctly listed in the recruitment portal. • Coordinate with the MW recruitment team to ensure the recruitment program is widely and effectively promoted. • Coordinate the shortlisting of applicants and booking of interview times with each of the Delivery Program Leads and the MW recruitment team. • Participate in the interviewing of potential candidates as required. • Coordinate with DEECA and the MW training group to ensure new appointees receive the required training in General Fire Fighting, 4WD, First Aid and Chainsaw. • Ensure pre-season Personal Protective Equipment (PPE) requirements for PFF's are met. • Coordinate with the MW People Hub team to ensure new fire fighter on-boarding systems are correctly set-up. 	<ul style="list-style-type: none"> • Service delivery targets, safety and customer service quality KPI's as noted in agreed service levels and procedures • Accurate and timely reporting of all incidents, near misses and hazards • Customer feedback • Achieve at least Fire Crew Leader or Level 1 Logistics accreditation.

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DELIVERY SUPPORT OFFICER FIRE

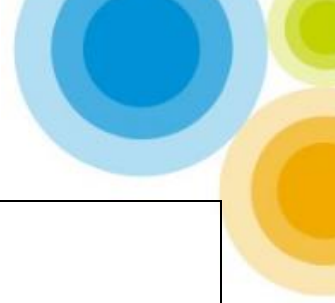


<p>Medical and Task Based Assessment (TBA) Delivery</p> <ul style="list-style-type: none">• Coordinate with the MW medical provider (CHM) and the MW SHEQ team to ensure all MW fire fighters have a current medical enabling them to undertake their role in the field.• Coordinate with MW and DEECA TBA assessors to ensure all MW fire fighters have successfully completed a TBA.• Ensure all medical and TBA records are securely and appropriately filed within MW and DEECA records management systems.	
<p>After Action and Seasonal Reviews</p> <ul style="list-style-type: none">• Ensure reviews are conducted by the crew leader/operations officer following each deployment.• Ensure pre- and post-season briefings are conducted involving all fire fighters.• Actions arising from the reviews and briefings are recorded in an annual register and followed up to ensure resolution is achieved.	
<p>Fire Management Administrative Support</p> <ul style="list-style-type: none">• Confirm the annual availability of MW second response fire fighters.• Annually update the MW contact list including the validation of agency partner key contact details.• Coordinate with Delivery Program Leads the compilation of the seasonal availability roster.• Generate and distribute the weekly availability rosters.• Conduct and annual stocktake of fire maps and order replacement as required.• Provide logistical support for bushfire and planned burn deployments including the booking of accommodation and meals as required.• Annually review and update the fire support manual.• Update the MW vehicle and trunk radio list.	
<p>Catchment Fire Protection</p> <ul style="list-style-type: none">• Respond promptly and effectively to emergency situations and contribute to Melbourne Water’s fire fighting organisation.• Be available to go on a one-in-three week fire roster during the fire season in a position that they are trained and qualified in.• The Fire Delivery Support Officer must reside within 25 minutes normal driving time of the Healesville, Woori Yallock or Warburton work centres.	

MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

DELIVERY SUPPORT OFFICER FIRE



<ul style="list-style-type: none">• Maintain annual fire fighter accreditation• Maintain a level of fitness sufficient for fire fighting• Be available for out of hours availability (24 hour a day recall to work) and out of hours emergency response (when rostered)	
Health and Safety <ul style="list-style-type: none">• Take care relating to the health and safety of yourself and those around you• Follow agreed health and safety procedures and be willing to receive and provide constructive feedback• Be actively involved in identifying, promoting and implementing initiatives that improve health and safety• Be aware of the possible hazards in your workplace and act accordingly, including prompt reporting and, if possible, rectifying those hazards.	
General Duties <ul style="list-style-type: none">• Work under routine supervision either individually or in a team environment.	

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Demonstrated ability to work proactively and take responsibility for own safety.
- Demonstrated ability to work under pressure and in emergency situations.
- Preparedness to work under adverse conditions and weather.
- Demonstrated ability to identify hazardous situations and put procedures/actions in place to eliminate such situations.
- Ability to take a leading role in problem solving and initiating continuous improvement.
- Ability to provide project management support to ensure annual programs are delivered on time and effectively.
- Ability to build effective relationships with stakeholders within and external to the organisation.
- Maintain annual fire fighter accreditation.
- Maintain a level of fitness sufficient for fire fighting conditions.
- Understanding and experience in processes and procedures relating to fire fighter recruitment, training and on-boarding
- Proficient in software platforms such as Fireweb, E-learn, Inflo, Excel, and Word.
- Ability to work proactively as a member of the team, contribute fully to team decision-making and take responsibility for own role in ensuring the safety of all team members and other personnel on site
- Problem solving skills, including the ability to deliver the appropriate outcomes
- Sound interpersonal skills and an ability to communicate clearly and effectively with a wide range of people both within Melbourne Water, external organisations and with the general public

KEY RELATIONSHIPS:

Job level: EA 4
Assessed by: People Hub
Date Assessed: April 2024
Last reviewed date: April 2024

HR TEM Position Description
Doc ID: 67591670
Approved March 2024
Version 1

MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

DELIVERY SUPPORT OFFICER FIRE



All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal

- Fire crews, Supervisors and Duty Officers
- Learning and Services Team
- Customer, Community and External Affairs Team
- SHEQ
- Talent Acquisition Team
- Stores & Equipment team

External

- FFM Vic Fire Training and Capability Team

SALARY RANGE:

- EA salary level 4

OTHER COMMENTS:

This role requires the following:

- Current Victorian drivers license – proficient in the operation of a manual vehicle.
- First Aid
- Crew Leader or Level 1 Logistics (DEECA fire training) - to be attained.
- Criminal Records Check
- Medical Assessment
- Task based assessment for Fitness
- Meet response time for First Attack roster

Location: Healesville