

## Fire Operations Officer

### Statement of Duties

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<b>Position number:</b>	Generic
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 4
<b>Division/branch/section:</b>	Parks and Wildlife Service, Operations, Fire Management
<b>Full Time Equivalent (FTE):</b>	1.0 FTE
<b>Region:</b>	Southern/Northern/North-West
<b>Employment status:</b>	Permanent
<b>Ordinary hours per week:</b>	36.75 hours
<b>Supervisor:</b>	Fire Management Officer

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#### Position Objective

Plan and execute operations of the strategic fuel reduction program, with a specific focus on the planning and supervision of prescribed burning. Assist with fire suppression operations.

#### Major Duties

- Assist in implementing and monitoring fire management plans and associated works programs.
- Plan and coordinate the personnel and resources and directly supervise planned burning and associated works.
- Lead, direct and supervise teams of fire-fighters involved in bush fire-fighting operations.
- Assist with managing community and stakeholder interests in fire management works and planned burns.
- Plan and supervise fire mitigation works such as the construction and maintenance of fire trails, fire breaks and fire dams.
- Assist in the development and maintenance of practices to ensure safe work places and public safety.
- Participate as a member of incident management teams during bushfire response.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

### **Classification Band Advanced Assessment Point**

The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

### **Responsibility, Decision-Making and Direction Received**

The occupant of the position is responsible for:

- planning and supervising the execution of planned burns, including successful completion of operations and the outcomes measured against specified standards;
- providing direction and supervision to teams of fire-fighters, up to the Operations Officer level or higher;
- representing the Department in dealings which may involve the public, community and other government agencies; and
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System, and for promoting the principles of managing diversity.

The decision making and direction received in relation to the role are that:

- general direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area and
- the occupant is expected to exercise judgement and initiative to proactively implement, with a high degree of autonomy, all elements of the role.

### **Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)**

- Well-developed knowledge and expertise in general fire behaviour characteristics; thorough understanding of vegetation fuel types and associated flammability attributes; operational experience in fire suppression tactics; and familiarity in relevant policies, rules/legislation, regulations, guidelines, systems and processes.
- Well-developed knowledge and understanding of ecology, TWWHA values, fire techniques, policies and practices obtained through practical experience.
- The ability to supervise and coordinate staff, instruct, guide and mentor less experienced staff and to make decisions on operational performance. Demonstrated ability to manage work flows whilst fostering a consultative team environment.

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- Highly developed communication and interpersonal skills including liaison, negotiation and conflict resolution skills, the ability to prepare written reports that are clear, accurate and concise and in accordance with administrative procedures.
- The ability to exercise judgement in the application of policies, rules and regulations and to apply specialised expertise to resolve complex operational issues.
- Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.
- Experience in the use of geographic information systems for fire management operations and planning.

## Essential Qualifications and Requirements

- A current motor vehicle driver's licence.
- Successful completion of the fire-fighter fitness assessment at the 'Arduous' level (4.83 km walk carrying 20.5 kg in 45 minutes or less).

## Desirable Qualifications and Requirements

- Current competency in 'Sector Commander' and 'Low Intensity Burning' either through (FFFOP301A, FFFOP401A) Forestry Tasmania accredited course or Certificate IV - Public Safety (fire-fighting supervision), or a nationally accredited competency deemed to be equivalent.
- A Diploma or Advanced Diploma in Conservation and Land Management, or equivalent level, relevant to the nature of the work to be undertaken.

## Department's Role

The **Department of Primary Industries, Parks, Water and Environment (DPIPWE)** is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements DPIPWE is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at [www.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au) provides more information.

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The **Parks and Wildlife Service Division** is responsible for managing Tasmania's parks and reserves and for protecting the State's unique natural heritage while at the same time providing for the sustainable use and economic opportunities for the Tasmanian community.

The role of the **Operations Branch** is to manage Tasmania's parks and reserves, providing high level strategic and policy advice to ensure the natural and cultural values of the Parks and Reserves system are strategically managed and enhanced in line with government policy and legislative requirements.

The **Fire and Management Section** is responsible for the development of policies, procedures; providing operational support throughout the PWS; and to plan for and control the use of fire to maintain ecological diversity of the reserve system and minimising the risk of bushfires.

### Working Environment

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

DPIPWE has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout DPIPWE.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).

### Special Employment Conditions

Participation in fire management activities is a requirement of the role.

The following list provides an indication of the variety of aspects that a Fire Operations Officer may experience in the course of his/her duties:

- The discharge of the duties of this position will require a significant amount of travel, often at short notice, anywhere within Tasmania.
- Work may be in isolated locations and/or in inclement weather.
- May be required to camp, sometimes in rough locations, away from base in isolated areas.
- Work involves office and field work.
- Some interstate travel may be required.
- May be required to travel in light aircraft, helicopter and sea craft.

### **Medical examination**

To meet remote working and fire management responsibilities, in line with agency standard policies and procedures, the occupant of this role will be required to complete an approved medical disclosure and contact information form and participate in an annual medical examination and fire fighter fitness assessment.

### **Availability and Recall**

The Fire Operations Officer will be subject to fire duties availability, which imposes some restrictions on movement on days off and the taking of recreation leave during the fire season. The Fire Operations Officer must return to work for fire duties if requested when off duty.

Fire suppression operations may involve work outside normal working hours for which payment will be made in accordance with the Tasmanian State Service Award.

The duties will require the employee to:

- work some weekends and public holidays, particularly during the fire season;
  - work overtime, which includes after hours work and responding to afterhours disturbances;
  - be rostered or directed to be available to return to work at short notice to deal with unforeseen circumstances or emergencies (e.g. bushfire).
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**Approved by:**



**Date:** 5 July 2018