Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Fire Management Officer |
| Position number | 701257 |
| Division/Business Unit/Branch | Parks and Wildlife Service / Operations / Northern Region |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 6 |
| Position Status | Permanent |
| Full Time Equivalent (FTE) | 1.0 FTE (minimum 0.80 FTE, by negotiation) |
| Ordinary hours per week | 36.75 hours (minimum 29.40 hours, by negotiation) |
| Location | Prospect |
| Reports to | Regional Operations Manager |

**Position Purpose**

The purpose of the role is to provide specialist advice and support to Department staff and other stakeholders engaged in the Department’s fire management programme. Carry out fire management and suppression activities.

**Major Duties**

* Prepare fire management plans and strategies and lead the implementation of these plans and the Region’s fire management program.
* Prepare, implement and monitor the fire management component of the Regional Business Plan, operational plans and development proposals.
* Analyse and implement relevant reports and studies of contemporary fire management issues and practices. Prepare technical reports as necessary.
* Plan and implement prescribed burning and wildfire suppression operations, often in a supervisory capacity. Participate in bushfire suppression and planned burning operations including on PWS and inter-agency Incident Management Teams.
* Participate in Incident Management Teams anywhere in Tasmania, including senior roles such as Incident Controller or Planning Officer.
* Represent the Region on the PWS State Fire Team and Fire Management Area Committees. Represent the Department on committees or forums involving other agencies and community groups.
* Supervise permanent and fixed-term staff and contractors as required.
* Perform any other assigned duties at the classification level that are within the employee’s competence and training.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* providing policy and guidance in relation to performance standards, operational techniques and strategic priorities; and the occupant will be required to work closely with the Fire Management Section, Hobart and the other regional fire management officers.
* exercising technical and professional skill and judgement in providing authoritative specialist advice in the complex field of fire management. Decisions taken will have a major impact on the operation of the fire management program and regional delivery of services.
* implementing policies, regulations and plans to provide efficient and effective program or service delivery outcomes;
* management and/or quality control of outcomes, processes, systems, resources, assets and infrastructure. This includes managing the performance of subordinate staff;
* providing advice on the application of policy to systems and processes in meeting specified program objectives; 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:

* the Fire Management Officer reports directly to the Regional Operations Manager;
* guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments;
* the occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment; and
* work of a highly technically complex nature or with a varied range of activities may receive instruction and/or provide innovative solutions to meet program or service delivery outcomes.

**Knowledge, Skills and Experience (Selection Criteria)**

1. Significant expertise in the principles of fire management planning applicable to reserves and the urban-interface, including risk assessment and fire behaviour, wildfire suppression and prescribed burning and experience at preparing fire management plans.
2. Extensive experience in the use of geographic information systems for fire management operations and planning.
3. High level communication and interpersonal skills including consultation, negotiation, liaison, conflict resolution and people management skills including supervision and leading staff and the ability to effectively represent the Agency. High level written communication skills.
4. Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from diverse disciplines or fields into area of activity. Initiative, flexibility and creativity in developing options and recommendations to resolve problems and improve service delivery.
5. High level organisational skills which enable the coordination, facilitation and conduct of a variety of activities, and the planning and completion of work activities within tight time frames.
6. Good knowledge and understanding of ecological principles and the effects of fire on the natural environment.

**Position Requirements**

Desirable Qualifications and Requirements

* A nationally accredited Certificate IV or Diploma in Public Safety would be an advantage.
* An ability to pass the PWS fire fighter fitness assessment at the ‘Moderate’ level.
* Tasmanian Driver’s Licence Class C or equivalent.

# **About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** 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 NRE Tas 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), fire in national parks and other reserves, 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.nre.tas.gov.au](http://www.nre.tas.gov.au) provides more information.

# **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.

# NRE Tas 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 NRE Tas.

# 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 Management 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; and
* 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 Ranger 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 Management 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 Management 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 after hours 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).