

# Role Description



**Position Title** Fire Management Officer - Planning

**Position Number** ECM140

## Purpose of Role

The Fire Management Officer - Planning will be accountable for the planning and coordination of operational activities supporting the delivery of the Moreton Bay Regional Council bushfire management strategy.

## Specific Responsibilities

Assess, plan and implement operational activities to manage bushfire risk on Council managed bushland and open space including scheduling of staff for planned burns, wildfire response, trail investigation and construction.

Manage and analyse fire history, planning information, and other relevant data, including the development and maintenance of information for Council's GIS/mapping systems.

Undertake environmental assessments and prepare project designs, specifications, contract documents and budget estimates to deliver on capital and operational projects.

Develop and manage Council's annual prescribed burn program, overseeing the team's Assistant Fire Management Officers - Mitigation and wider council fire management staff.

Regularly liaise and engage with the community and Indigenous peoples, special interest groups, other government agencies (local, state and federal) and industries to build positive close relationships and consultative processes relevant to the region to ensure effective fire management.

Participate in the on-call roster, and undertake various roles as required within the Local Disaster Coordination Centre and fire Incident Management teams during times of emergency.

## Work Experiences and Skills – essential

Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

Demonstrated ability to research, develop and deliver effective bushland fire management strategies and programs within budget limitations.

Highly developed conservation technical knowledge and expertise with an emphasis on fire management, natural area ecology, flora and fauna and conservation operations.

Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

## Academic, Trade Qualifications and other Licences – essential

Tertiary qualification in environmental studies, public safety (firefighting) or other relevant fields.

Current 'C' class driver's licence.

## Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

