



## Role Description

### Rural Officer Two (RFSO2) Rural Fire Service

<b>Basis of Employment</b>	Permanent/Temporary, Full-time/Part-Time ( <i>remove non applicable information</i> )	<b>Remuneration</b>	<b>\$00,000 to \$00,000 (QSS to complete) p.a.</b>
<b>Tenure</b>	Ongoing <or insert tenure as relevant to vacancy> ( <i>remove/edit non applicable information</i> )	<b>Closing Date</b>	00/00/0000
<b>Work Unit</b>	Rural Fire Service	<b>Reference No</b>	<b>QLD/xxxxxx/xx (QSS to complete)</b>
<b>Location</b>	As required <i>or add location</i> i.e> Region / Area		Capability and State Services

### About us

As an emergency service agency, Queensland Fire and emergency Services (QFES) is responsible for ensuring the safety of people and property across Queensland through the provision of effective prevention, preparation, response and recovery activities across a range of emergency situations.

QFES is the primary provider of fire, rescue and emergency management programs and services throughout Queensland. The department encompasses the Fire and Rescue Service, disaster management services, the Rural Fire Service (RFS) and the State Emergency Service, and also supports other volunteer groups providing emergency response to Queenslanders.

QFES is one department with many services, many capabilities and many partners.

### Purpose of the role

RFS are the bushfire experts, they lead and manage a range of operational and organisational functions that are principally directed in supporting approximately 33,000 volunteers and rural fire brigades who provide fire management, mitigation and response services for rural and semi-rural communities and some urban fringe areas across the state. In addition to responding to fires and supporting of other brigades and emergency services, including assisting during emergency disasters, volunteer brigades undertake a range of planning and preparation activities to ensure communities are well prepared for the bushfire season. This includes community education, hazard reduction and mitigation activities to reduce the risk from fire to people and property. The Permit to Light Fire system, ensures the controlled use of fire in the landscape across the state is largely implemented by volunteer fire wardens.

The position of Rural Officer Two, RFS is responsible for managing a multi-disciplinary team, including financial, human resources and assets in accordance with departmental policy and procedures and assist in the development, application and review of programs, systems and controls that ensure the operational readiness required to provide the safe, effective and efficient deployment of volunteers, staff and operational resources, while maintaining support during firefighting operations and disastrous events. You will also be required to develop and maintain partnerships that assist QFES and its stakeholder's response, mitigation and education for brigades and the community.

### Key requirements

#### Mandatory requirements

- Hold a valid Blue Card (Blue Card Services), with attached evidence to support.
- Possession of current Certificate IV in Training and Assessment and/or accredited tertiary qualification in adult education or equivalent.
- Minimum C class Driver's licence (non restricted).

#### QFES Applicants

- Must provide evidence that they are eligible for appointment in accordance with the *Queensland Fire and Emergency Services Employee Award – State 2016*.

## External Applicants

- Must have suitable contemporary fire and organisational management experience within an emergency service or fire management agency to the satisfaction of the Commissioner, QFES.

### **Highly desirable requirements**

- Minimum qualification in QFES Rural Volunteer Learning and Development Framework (VLDF) firefighter Minimum Skills (FMS) and VLDF Crew Leader or equivalent qualifications in Certificate II Public Safety Firefighting Operations 20701 and Certificate III Public Safety Firefighting Operations 30701 or equivalent.
- Knowledge of or experience in holistic rural fire management where fire is used in rural land management as an essential tool in shaping and maintaining large areas of the landscape to minimise negative impacts on the community and ecosystems.
- Knowledge of or experience in resource management appropriate to rural fire brigades for the prevention, preparedness, response and recovery phases in community support.
- Knowledge of or experience working within a rural fire service/ bushfire prevention and or control organisation particularly in a volunteer environment.
- Highly developed conceptual, analytical and problem-solving skills with a proven ability to successfully research and develop training strategies, ensuring that programs include adult learning strategies as well as Language, Literacy and Numeracy are taken into consideration.

### **Special requirements**

- May be required to be an active member of the Local and District Disaster Management Groups and/or equivalent Disaster Management authorised committee and represent the RFS and QFES to support the development of initiatives and activities that support the disaster management strategies of Queensland.
- It is expected that the incumbent may participate in an out-of-hours on-call roster during emergency operations. This may require work outside of normal hours (e.g. night shift), including weekends, working extended hours and may include deployment to other parts of the state.
- Hours of duty applicable to this role are pursuant to the *Queensland Fire and Emergency Services Employee Award – State 2016*: specifically, the spread of ordinary hours for Rural Fire Service staff are 0800 to 2200, Monday to Sunday. This position works 304 hours in an eight week cycle.
- Work hours are flexible to meet functional demands – for example, positions that require flexible arrangements for working with volunteers and other shift workers.

## **Your key accountabilities**

Your part in the ongoing success of our department, in providing frontline services will see you responsible for a variety of work, including, but not limited to:

- Manage and motivate the team, including volunteer members, to develop to their full potential, thereby advancing the diversity agenda, improving workforce morale and improving the effectiveness of operational teams.
- Negotiate, consult and maintain effective working relationships with internal and external stakeholders, including volunteers to ensure the effectiveness of fire response planning and mitigation strategies.
- Provide advice, guidance and input into operational and strategic plans, training plans, risk assessments and matters of brigade management to ensure operational capabilities are maintained.
- Ensure the effective delivery of services through the best utilisation of human, financial and capital resources in accordance departmental policies, procedures and processes.
- Provide operational leadership at emergency situations utilising Australasian Inter-Service Incident Management System and Integrated Management System (AIIMS/IMS) methodologies.
- Maintain knowledge of concepts, strategies and issues associated with managing rural fire services, particularly in a volunteer environment.
- Ensure all departmental and government legislative, policy and procedural requirements appropriate to the position including training and Registered Training Organisation responsibilities are applied.
- Prioritise deadlines and work under pressure both as an individual and as a member of a team to assist in the management of the area operations including undertaking operational duties as required.

## **Capabilities**

To determine your suitability for the role, you will be assessed on the following Leadership Competencies for Queensland behavioural profiles that link to the “key accountabilities” for this role:

Leadership Competency **Stream – Team Leader** (*leading others*)

***Vision***

- Leads strategically
- Stimulates ideas and innovation
- Leads change in complex environments
- Makes insightful decisions

***Results***

- Develops and mobilises talent
- Builds enduring relationships
- Inspires others
- Drives accountability and outcomes

***Accountability***

- Fosters healthy and inclusive workplaces
- Pursues continuous growth
- Demonstrates sound governance

Once you join us we will want you to *exemplify* the QFES shared values:

- |             |           |
|-------------|-----------|
| • Respect   | • Courage |
| • Integrity | • Loyalty |
| • Trust     |           |

**Want more information?**

Please contact **Name, Position, Unit** on Phone 07 **Enter Here** or email **Enter Here**.. You can also visit our website at [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) to find out more about our organisation.

**HOW TO APPLY** - Please refer to the [QFES Application Guide](#) for information on how to apply for this role.