



Role Description

Rural Officer One (RFSO1) Rural Fire Service

Status	Permanent/Temporary, Full-time/Part-Time <i>(remove non applicable information)</i>	Salary	\$00,000 to \$00,000 (QSS to complete) p.a.
Tenure	Ongoing <or insert tenure as relevant to vacancy> <i>(remove/edit non applicable information)</i>	Closing Date	00/00/0000
Work Unit	Rural Fire Service	Reference No	QLD/xxxxxx/xx (QSS to complete)
Location	Emergency Services Complex, Kedron	Division	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 One, RFS is responsible for assisting to deliver training and support to volunteer members across the area. You will support the development, application, and systems and controls that ensure the operational readiness required to provide the safe, effective and efficient deployment of Rural Brigade and volunteers and operational resources, while maintaining support during firefighting operations and disastrous events. You will maintain effective working relationships to support and build local brigade capabilities and ensure the successful delivery and management of activities meet operational requirements.

Key requirements

Mandatory requirements

- Hold a valid Blue Card (Blue Card Services), with attached evidence to support.
- Ability to obtain a Certificate IV in Training and Assessment within the first year of employment.
- Minimum C class Driver's licence (non-restricted).

QFES Applicants

- Internal 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

- 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

- Knowledge of the concepts, strategies and challenges associated with providing support to volunteer rural fire brigades both in day-to-day activities and during operational incidents.
- Demonstrated ability to co-ordinate and support training and capability development activities across an Area / Region that provide volunteers with opportunities to develop to their full potential.
- Ability to support a diverse workforce, advancing the diversity agenda in employment and service delivery, thereby improving workforce morale and developing the effectiveness of operational teams.
- Ability to set priorities, work under pressure and achieve deadlines both as an individual and as a member of a team in a volunteer environment.
- Highly developed analytical and problem solving skills for the management and resolution of brigade and volunteer related issues at a local level.

Special requirements

- It is expected that the incumbent will 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 *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.
- Successful applicants will be required to undertake a services induction and or refresher upon appointment to ensure understanding of responsibilities and organisational priorities. This may include travel away from appointed location.

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:

- Contribute to the development and implementation of best practice strategies to enhance service delivery and operational capability and capacity, in the form of delivering or assisting with the delivery of training.
- Provide support and guidance to brigades and volunteers with the development of fire management capabilities and brigade capacity to meet operational requirements.
- Support brigade and organisational day-to-day activities to improve community safety issues and initiatives in line with departmental policy and strategy.
- Undertake administration responsibilities in a timely and effective manner, including the coordination or preparation of reports, correspondence and other materials, in accordance with departmental requirements.
- Liaise and maintain effective working relationships with internal and external stakeholders, including volunteers to ensure the successful management of local brigade capability matters, and challenges are resolved.
- Utilise departmental systems/databases to create, update, review and report on activities, resolve issues or provide recommendation for improvement to ensure records and access to information is maintained.
- Provide assistance in ensuring all rural brigade, departmental and government legislative, policy and procedural requirements are appropriately applied.
- Undertake project and functional responsibilities, ensuring deadlines are met, and assist in the coordination 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 – Individual Contributor** (*leading self*)

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 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.