



POSITION DESCRIPTION

POSITION TITLE	Community Bushfire Preparedness Officer
DIRECTORATE - SECTION	Community Engagement – Community Health & Safety
LEVEL - EBA	5 - Salaried
RESPONSIBLE TO	Senior Fire & Emergency Management Officer

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

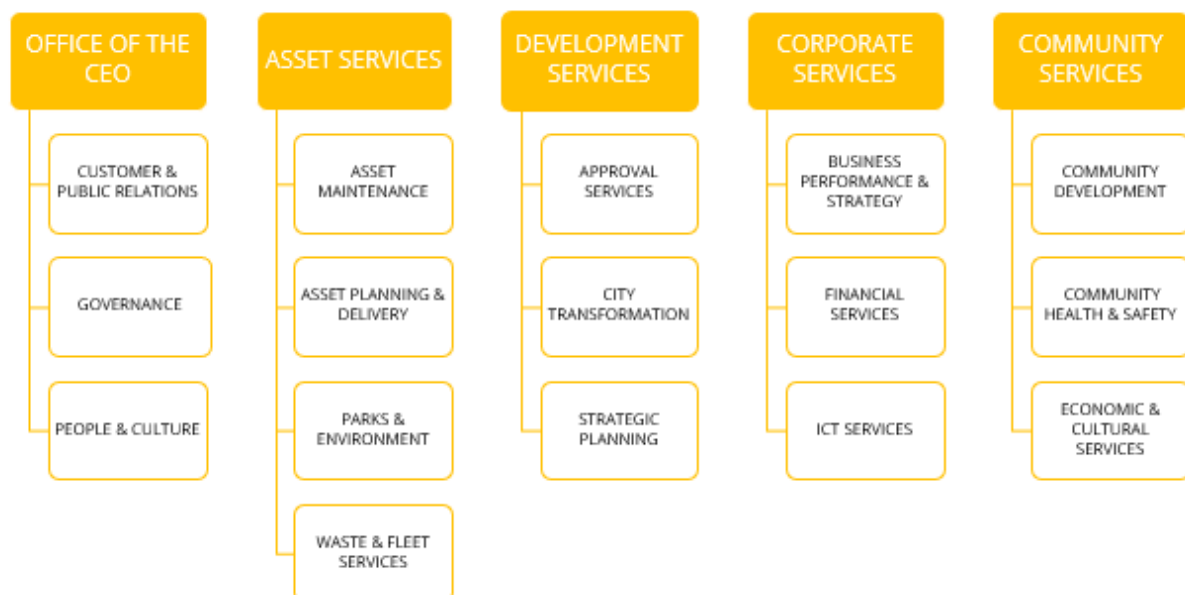
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally, and economically sustainable.

OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully, and acting quickly to ensure others know we are reliable, respectful, and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To enhance and protect the health and safety of the community by administering statutory legislation relevant to the position to create a disaster resilient community that is better equipped to manage risks as they arise.

KEY RESULT AREAS

RELATIONSHIP MANAGEMENT AND SUPPORT

Work under general direction of the Senior Fire & Emergency Management Officer to ensure the successful delivery of the business unit, applying excellent customer service skills and specialist knowledge, whilst ensuring the Senior is informed and supported to ensure the best strategic and operational decisions are made for the team/City.

STATUTORY KNOWLEDGE

Sound knowledge and application of:

- The Local Government Act 1995
- Bushfires Act 1954
- Emergency Management Act 2005
- Surveillance Devices Act 1998
- Subsidiary Regulations
- Relevant Local Laws

EMERGENCY MANAGEMENT

- Provide reports to ensure the Local Emergency Management Arrangement (LEMA) are reviewed and amended appropriately.
- Attend the City's Local Emergency Management Committee and provide technical updates and/or reports.
- Assist with the activation of Welfare Centres (when required) in an emergency event.

ADMINISTRATION

- Develop ability to prioritise and work in an effective manner to achieve business unit and City outcomes.
- Monitor processes to establish areas of improvement to create efficiencies.
- Develop ability to provide expert advice to internal and external stakeholders.
- Exercise judgment and initiative.

ETHICAL BEHAVIOUR AND COMPETENCY

The role is responsible for a range of functions and must exercise a high level of interpersonal and negotiation skills, setting priorities and monitoring workflows to ensure the business unit and City's goals are achieved.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams, and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- DFES Advanced Firefighting
- AIMS 4 or equivalent / introduction
- DFES Fire Control Officer Certificate
- Suitably qualified to be gazetted as an authorised person for the purposes of the role
- Proven experience in emergency management
- Proven experience in fire prevention, preparedness, response and recovery (PPRR)

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Fostering and maintaining strategic partnerships and networks, particularly in relation to community safety and bushfire safety.
- Foster a culture of innovation and excellence through continual process improvement.
- Ensuring consistently high standards of customer service is delivered both internally and externally.
- Proven ability to exercise professional judgment and initiative.
- Highly developed interpersonal, written and verbal communication and public relation skills.
- Excellent communication, negotiation, and conflict resolution skills

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Senior Department of Fire and Emergency Services (DFES) qualifications.
- Minimum of 4 years Volunteer Bush Fire Brigade, Fire Service or SES experience.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Driving, walking, standing, and negotiating uneven ground & level surfaces while conducting inspections as required.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence, and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Community Health & Safety

DATE PD REVIEWED/APPROVED: 21 February 2023
