

Role Description

Field Officer Enhanced Bushfire Management Program (EBMP) (Aboriginal)

Cluster	Planning and Environment
Agency	Office of Environment and Heritage
Division/Branch/Unit	National Parks and Wildlife Service
Location	Various
Classification/Grade/Band	Field Officer Grade 3-4
ANZSCO Code	TBC
Role Number	Generic
PCAT Code	TBC
Date of Approval	August 2016
Agency Website	www.environment.nsw.gov.au

Agency overview

The NSW Office of Environment and Heritage (OEH) aims to enrich life in NSW by helping the community to conserve and enjoy our environment and heritage. For more information go to www.environment.nsw.gov.au.

Primary purpose of the role

As part of the Enhanced Bushfire and Management Program (EBMP) field team, the role is primarily involved in bushfire fuel reduction activities, by both mechanical means and prescribed fire and, during periods of high bushfire activity, may be required to participate in bushfire suppression or other bushfire response functions. The role also participates in advanced firefighting duties. Undertakes maintenance and improvements to park infrastructure (facilities and grounds) including buildings, roads, fire trails and fencing in accordance with EBMP Programs. Facilitate visitor relations and law enforcement activities.

Key accountabilities

- Constructs, installs and monitors the condition of park assets including roads, management trails, fences and control lines in accordance with EBMP objectives.
- Performs fire management programs and participates in wildfire response at a level of crew member level or above to protect public safety, property and park values, subject to training and certifications. May be required to participate in incident responses.
- Performs rehabilitation, restoration and threatened species management programs to conserve and maintain park values and assets and undertake associated administrative activities and contributes to the collection and compilation of data that supports their role.
- Maintains and improves park assets including, but not limited to roads, fire trails and fencing to ensure safe access and maintain asset condition.
- Conducts routine maintenance and servicing of depots, helipads and remote staging areas including rubbish removal, cleaning, hygienic duties, site preparation and traffic control.
- Participates in visitor safety activities including search and rescue subject to training and certification.

- Operates and maintains potentially hazardous plant and equipment including hand tools, powered tools, spray units, water pumps, chainsaws, all-terrain vehicles, four wheel drives and heavy plant.

Key challenges

- Ensuring all work is undertaken with a commitment to the agency's statutory obligations to protect visitor facilities, park assets and the natural and cultural heritage values of parks.
- All duties, including manual handling, are performed in accordance with the agency's safe working procedures and the Workplace Health and Safety Act.
- Working alone or with a low level of supervision in certain circumstances and exercising initiative when working in remote locations, within agreed work programs.

Key relationships

Who	Why
Internal	
Supervisor	Receive broad guidance, provide input/information to the supervisor to assist in the determination of work priorities.
Other field staff	May be required to operate in, or temporarily lead, a team with field staff including those from other operational areas. Provides on the job guidance and mentoring for less experienced field staff.
Other internal staff	Primarily with other staff within the Region/Area on matters such as work programs and priority setting. Often required to provide practical advice to other staff on a range of park use issues.
Contractors	Guide contractors on specific projects and activities, to appropriate level of skills, knowledge and grade.
External	
Park Visitors / General Public	Needs to be well informed about the work being undertaken and be able to communicate this to the public. Liaise with neighbouring properties and with providers of goods and services, to facilitate a better working relationship. Sensitivity to local cultural issues is especially required when communicating with Aboriginal communities. Provide information and advice to park visitors in respect to natural and cultural heritage, park facilities, park usage and related issues to facilitate customer relations..
Other Government Departments	Liaise with officers of other government departments such as the Roads and Maritime Service, NSW Police, Rural Fire Service, Local Land Services and local councils as appropriate.

Role dimensions

The Field Officer 3-4 role is contained within the FO1-4 classification and represents the highest progression steps in the classification. Subject to the competency requirements of the award, holders of the role will progress through the levels contained in this classification.

Decision making

The role is expected to exercise delegated authority for compliance to appropriate level of knowledge, skills and experience as necessary to ensure appropriate use of agency facilities and the protection of natural and cultural resources. The role also makes decisions on a day to day basis regarding the utilisation of equipment to suit work needs.

Reporting line

Supervision of ordinary duties will be administered in the line of EBMP Senior Field Supervisor or EBMP Field Supervisor

Direct reports

Nil, may oversee EBMP field staff, contractors and volunteers in the delivery of specific projects or operations under supervisor's direction.

Budget/Expenditure

Not applicable

Essential requirements

- This role is an identified Aboriginal role and therefore Aboriginality is a requirement of the job (OPTIONAL – To be included in advertisements on request:) as well as cultural association/membership and understanding of Aboriginal community groups in the local area
- Current Drivers / MR licence and ability to operate 4wd vehicles up to 4.5 tonnes/15 tonne GVM.
- Demonstrated ability and experience to carry out all duties safely and ability to obtain relevant SafeWork NSW certification to appropriately operate and maintain a range of plant and equipment, including but not limited to conditionally registered vehicles, watercraft, lifting apparatus and road maintenance plant as well as the ability and willingness to obtain a First Aid certificate.
- Certification, or ability to obtain certification within the probationary period (up to 12 months) in operating a chainsaw to crosscut and basic tree felling standard; ability to operate two-way radio.
- Ability to carry out frontline firefighting duties and support roles including ability to obtain and maintain certification as a crew member or higher, within the probationary period (up to 12 months), and a willingness to fly in light aircraft.

Notes:

This is a physically demanding role, requiring heavy muscular activity, lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. Candidates must meet the requirements of a firefighting medical which is inclusive of a clearance to undertake frontline firefighting roles. The candidate must pass the task based fitness assessment to a moderate level within the probationary period (up to 12 months) and annually thereafter.

A Working With Children Check is not required for this role.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Communicate routine technical information clearly Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> Research and analyse information and make recommendations based on relevant evidence Identify issues that may hinder completion of tasks and find appropriate solutions Be willing to seek out input from others and share own ideas to achieve best outcomes Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Technology	Foundational	<ul style="list-style-type: none"> Display familiarity and confidence in the use of core office software applications or other technology used in role Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation Understand information, communication and document control policies and systems, and security protocols Comply with policies on acceptable use of technology

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