



# ROLE DESCRIPTION HEAVY PLANT COORDINATOR

Cluster	Stronger Communities
Directorate / Business Unit	Preparedness & Capability   Logistics
Role Number	52018536
Grade	RFS Level 8/9
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	25 May 2022
Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>

### About Us

The NSW Rural Fire Service (NSW RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The NSW RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the NSW RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the NSW RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the NSW RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

### Role Purpose

The role leads and implements heavy plant operational support, aligned to relevant policies and standards, for all heavy plant and specialised operational equipment across the NSW RFS.

### Key Accountabilities

1. Drive the implementation, development, delivery and review of projects and training programs for stakeholders in fire-ground operations, risk management strategies and legislative requirements with stakeholders.
2. Provide communication and advice to NSW RFS members, partner agencies, stakeholders and support agencies in relation to heavy plant, including advice on service delivery, risks/exposures, continuous improvement and relevant legislative requirements.
3. Lead and administer the competency assessment process for heavy plant operators, including all data and licence registration within the NSW RFS heavy plant operating system.
4. Develop processes and reporting to enable visibility and availability of unused and/or deployed heavy plant and ancillary equipment during operational activity, including monitoring for corrective actions.

5. Analyse and interpret relevant data to inform strategic decisions, implement processes and practices that optimise business outcomes.
6. Coordinate procurement solutions across categories that enhance operational capability ensuring the development of professional procurement documentation in line with NSW procurement objectives.
7. Develop and maintain project planning and scheduling activities which ensure appropriate project controls (risk, scheduling and budgetary controls) are applied to projects.

### **Essential Requirements**

- Diploma in a relevant discipline (e.g. Civil Construction Plant Operations/Management or Public Safety (Firefighting Management)), or equivalent expertise.
- A current driver licence and the ability to travel.
- During periods of major fire activity, the incumbent will be required to support operational management activities consistent with their skills and background.

### **Key Knowledge and Experience**

- Knowledge of and experience in implementing industry best practice (i.e. plant management).
- Genuine appreciation and understanding of a volunteer-based community service.

### **Role Dimensions**

#### **Decision Making**

- The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.
- The incumbent routinely makes their own decisions, based on analytical and problem solving skills, concerning incident response and complex multi-agency coordination issues, within rigorous legislative and organizational frameworks.
- The incumbent seeks guidance or direction from their Manager/Supervisor about sensitive issues, or matters which might impact significantly on the operation of the Unit or other parts of the organisation.

#### **Reporting Line**

The role reports to the Supervisor, Heavy Plant.

#### **Direct Reports**

Nil.

#### **Budget/Expenditure**

Nil.

### Key Relationships – Internal




Who	Why
➤ Supervisor and Manager	➤ Work in close collaboration to ensure the seamless delivery of services
➤ Team	➤ Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision
➤ Executive, Managers and Supervisors	➤ Maintain an inter-unit 'teams based' approach that builds capacity and has a focus on the provision of quality services.
➤ NSW RFS Members	➤ Develop and maintain effective working relationships and open channels of communication across the agency to effectively contribute to better outcomes for our members and the community


### Key Relationships – External

Who	Why
➤ Other Government Departments, Emergency Services Agencies or professional bodies	➤ Ensure collaboration and cooperation in regards to capabilities and strategies. ➤ Participate in cross agency support programs and collaborative initiatives.
➤ Vendors and suppliers	➤ Develop and maintain supply relationships.

### Capabilities for the Role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. **Focus capabilities** are considered the most important for effective performance of the role.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate

	Finance	Foundational
	<b>Project Management</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Technology	Intermediate