



# RFS

## RESEARCH OFFICER

### ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate   Business Unit	Preparedness & Capability   Fire Danger Ratings Project Team
Role Number	Various
Grade	RFS Level 8/9
ANZSCO Code   PCAT Code	234312   1119192
Date of Approval	18 July 2024
Role Description Reference No.	RD879
Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>

### About Us

The Rural Fire Service (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 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 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 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 RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

### Role Purpose

Facilitate and improve community and organisational capacity to deal with rural fires and similar threats, through supporting bush firefighting operations and internal business units with a range of analysis, advisory, planning, policy and tool development services.

## Key Accountabilities

1. Assist with the development of well informed and easy to understand policy and doctrine for fire behaviour analysis products and services, relating to bush firefighting operations and the needs of the organisation ensuring consistent application of products and services.
2. Participate in and monitor relevant research ensuring information provided is relevant, accurate and timely, meets the needs of users, and leads to enhanced resilience of the affected community.
3. Support complex project analysis and standards services simultaneously for a range of projects within a large, diverse, and widely dispersed organisation. Adapt with consideration to the quality of project management skills of 'business owners' which may vary widely to ensure fire behaviour science is applied in appropriate context.
4. Working with other staff in a contentious and high-volume area of work with strict deadlines and quality issues, in order to achieve consistent and effective results.
5. Liaise with key stakeholders and maintain strategic alliances to enhance activities and lead to improved resilience.
6. Manage projects relevant to community planning, aligning with service standards ensuring that projects are managed in accordance with current policy.
7. Coordinate relevant working parties and advisory groups to improve strategies and programs development and delivery of training material is designed to enhance community resilience and meet service objectives.

## Essential Requirements

- A Diploma in a relevant discipline (e.g. science, spatial science, geospatial science), or equivalent expertise.
- During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

## Key Knowledge and Experience

- Experience with experimental design, data analysis, model fitting and data visualisation to provide insights from data sets and identify trends and patterns.
- Experience with the geographic information system (GIS) software (e.g. ArcMap, ArcGIS Pro, Data Interoperability, field applications).
- Skilled in coding (preferably in Python and/or R).
- A sound understanding of fire science and the ability to apply models from literature.
- 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 role routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
- The role seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.

### Reporting Line

The role reports to the Supervisor Bush Fire Analysis.

## Direct Reports

Nil.

## Budget/Expenditure

Nil.

## Key Relationships – Internal

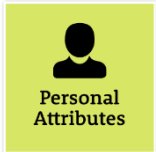



Who	Why
Manager	<ul style="list-style-type: none"><li>– Work in close collaboration to ensure the seamless delivery of services.</li><li>– Escalation of issues and keep informed about the status of work duties.</li></ul>
Team	<ul style="list-style-type: none"><li>– Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.</li></ul>
Executive, Managers and Supervisors	<ul style="list-style-type: none"><li>– Maintain an inter-unit ‘teams based’ approach that builds capacity and has a focus on the provision of quality services.</li></ul>
All RFS Members	<ul style="list-style-type: none"><li>– 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.</li></ul>

## Key Relationships – External

Who	Why
Clients/Customers	<ul style="list-style-type: none"><li>– Provide assistance to ensure practices and procedures are followed.</li></ul>
Other Government Departments and Emergency Services Agencies	<ul style="list-style-type: none"><li>– Work collaboratively to develop and communicate relevant research and practice outcomes.</li></ul>

## 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	<b>Display Resilience and Courage</b>	<b>Adept</b>
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity and Inclusion	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Intermediate</b>

For further information regarding this role description, please contact the Recruitment Team or email [Recruitment@rfs.nsw.gov.au](mailto:Recruitment@rfs.nsw.gov.au).

