



ROLE DESCRIPTION TRAINING OFFICER

Cluster	Stronger Communities
Directorate / Business Unit	People & Strategy Strategy & Programs
Role Number	52012085
Grade	RFS Level 6/7
ANZSCO Code	223311
PCAT Code	1119192
Date of Approval	3 May 2022
Website	www.rfs.nsw.gov.au

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 provides delivery of training courses and services to equip participants with the skills and knowledge to undertake their work in and around the fire-ground in a safe and effective manner.

Key Accountabilities

1. Provide training, conducted in accordance with the Australian Quality Training Framework (AQTF) and the NSW RFS Training SOPs.
2. Provide administrative and logistical support to ensure that training courses run smoothly and training records are maintained.
3. Prepare reports related to training requirements to meet Service Standard and AQTF requirements so that the Manager is kept up to date and fully aware of progress.

4. Participate and provide support on special training projects to assist the section to achieve training objectives.
5. Ensure training equipment and resources are maintained in a serviceable condition and that any report is made of any equipment being damaged, lost or otherwise becoming unserviceable.
6. Ensure that qualifications are maintained and professional development is undertaken to remain current in the qualifications for training being delivered.

Essential Requirements

- Certificate IV in Training and Assessment (or higher)
- NSW RFS Advanced Firefighter (AF) qualification
- Current NSW medium rigid (MR) driver licence, and the willingness to travel.
- During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

Highly Desirable

- A broad range of NSW RFS qualifications including, Crew Leader (CL), Group Leader (GL) qualification, Rural Fire Driving (RFD), Village Firefighter (VF).

Key Knowledge and Experience

- Substantial operational experience in a NSW RFS Brigade.
- 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.
- Routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.
- The incumbent 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 Manager Strategic Programs.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal

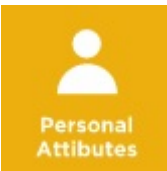

Who	Why
➤ Manager / Supervisor	➤ Coordination of administrative matters, escalation of issues and keep informed about the status of work duties
➤ Team	➤ Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision
➤ NSW RFS Members	➤ 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 emergency services groups and professional bodies	➤ Work collaboratively to develop and communicate relevant research and practice outcomes

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
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate

 Results	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Project Management	Intermediate
	Procurement and Contract Management	Foundational
	Technology	Intermediate