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| **Cluster** | Stronger Communities |
| **Agency** | NSW Rural Fire Service |
| **Directorate** | Operations |
| **Location** | Various |
| **Grade** | RFS 1 |
| **Role number** | Various |
| **ANZSCO Code** | 841999 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 16 July 2019 |
| **Agency Website** | <https://www.rfs.nsw.gov.au/> |

# Agency overview

The NSW Rural Fire Service (NSW RFS) is established under the *Rural Fires Act 1997* as the lead combat agency for bush fires in NSW. 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. The agency strives to provide a world standard of excellence in the provision of a community based fire and emergency service through training, community education, prevention and operational capability.

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.

# Primary purpose of the role

# This role will be part of a dynamic team undertaking a variety of tasks including hazard reduction works, the Assist Infirm, Disabled and Elderly Residents (AIDER) program and state-wide specialist operational support.

# Key accountabilities

1. Undertake hazard reduction works and AIDER program activities in accordance with NSW RFS procedures and industry best practice.
2. The incumbent frequently communicates internally with fellow crew members, the crew leader and NSW RFS volunteer members. Externally with customers, stakeholders, contractors and members of the community about AIDER and mitigation works.
3. Provide operational and logistical support at significant incidents, including: incidental firefighting support during operations; support to airbase establishment; base camp set up; and general emergency management support where efficiency will be gained in providing protection to life and/or property.
4. Assist with appropriate systems and practices to ensure quality of services provided is maintained at an appropriate standard and improved when appropriate.
5. Assist with the collection and collation of relevant data for reporting.
6. Complete all work as specified in the relevant personal work plan and as directed by the Crew Leader.

# Key challenges

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| Undertaking mitigation works and AIDER program and specialist operational support often in an environment of competing demands.  Operating in an environment that may call for flexible approaches to workload, working with others and taking on complex tasks at short notice.  Keeping up to date with policy and procedures to ensure operations are conducted in an efficient, effective and safe manner. |

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Supervisor/Crew Leader | Escalation of issues and keep informed about the status of work duties. |
| Mitigation Crew Members | Support the mitigation crew and work collaboratively to contribute to achieving business outcomes. |
| Members (volunteer and staff) | The incumbent communicates with NSW RFS members; providing relevant information and assistance. |
| **External** |  |
| Other Government Departments and Emergency Services Agencies | The incumbent communicates with other government agencies and kindred organisations about routine matters relating to the work of the Unit. |
| Community | AIDER and mitigation work assistance to the community.  Engage with the community in relation to bush fire preparedness. |

# Role dimensions

## Decision making

The incumbent routinely makes their own decisions concerning their job functions within the priorities and objectives set by the Crew Leader.

The incumbent may suggest courses of action to the Crew Leader and associated staff, or may advise them of the known implications or issues surrounding various options being considered by them.

The incumbent seeks guidance or direction from the Crew Leader about issues or information, or matters which may impact on areas beyond their own area of responsibility.

The incumbent is expected to comply with the Work Health and Safety Act and associated legislation in the performance of all duties.

## Reporting line

The Mitigation Crew Member reports to the Mitigation Crew Leader.

## Direct reports

Nil.

## Budget/Expenditure

Nil.

# Essential requirements

* Current NSW RFS Bush Firefighter (BF) certification or its equivalent - i.e.: PUAFIR215 Prevent Injury (fire specific); PUAFIR204B Respond to wildfire; PUAOPE013A Operate communications systems and equipment; PUATEA001B Work in a team; PUAEQU001B Prepare, maintain and test response equipment; and PUATEA004D Work effectively in a public safety organisation.
* A current First Aid Certificate (HLTAID003 Provide first aid) or its equivalent.
* A current Drivers Licence, Class P2 or above.
* Undertake a National Criminal History Record Check.
* A level of physical fitness appropriate for arduous bush fire fighting or similar intense and sustained physical activity.
* Annually undertake role specific re-certifications including medical and physical assessments.
* Experience in bush firefighting, implementing bush fire hazard mitigation measures and experience in the use of relevant small plant, equipment and handtools.
* Ability and willingness to travel regularly throughout NSW.
* Understanding of Work Health & Safety principles in relation to the use of plant, equipment and height safety issues and exercise due diligence in regard to duties and obligations under the *Work, Health and Safety Act 2011* and associated legislation.
* During periods of major fire activity, the incumbent may be required to support operational management activities consistent with their skills and background.

# 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](file:///\\DNS-323\Volume_1\Clients\2014\Folk\PSC\v16_12March2014\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** |
|  | Display Resilience and Courage | Foundational |
| **Act with Integrity** | **Foundational** |
| Manage Self | Foundational |
| Value Diversity | Foundational |
|  | Communicate Effectively | Foundational |
| Commit to Customer Service | Foundational |
| **Work Collaboratively** | **Foundational** |
| Influence and Negotiate | Foundational |
|  | **Deliver Results** | **Foundational** |
| Plan and Prioritise | Foundational |
| Think and Solve Problems | Foundational |
| Demonstrate Accountability | Foundational |
|  | 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**  Act with Integrity | Foundational | Behave in an honest, ethical and professional way  Take opportunities to clarify understanding of ethical behaviour requirements  Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role  Speak out against misconduct, illegal and inappropriate behaviour  Report apparent conflicts of interest |
| **Relationships**  Work Collaboratively | Foundational | Work as a supportive and co-operative team member, share information and acknowledge others' efforts  Respond to others who need clarification or guidance on the job  Step in to help others when workloads are high  Keep team and supervisor informed of work tasks |
| **Results**  Deliver Results | Foundational | Complete own work tasks under guidance, within set budgets, timeframes and standards  Take the initiative to progress own work  Identify resources needed to complete allocated work tasks  Seek clarification when unsure of work tasks |