



ROLE DESCRIPTION HAZARD & ENVIRONMENTAL TRAINING COORDINATOR

Cluster	Stronger Communities
Directorate / Business Unit	Preparedness & Capability Operational Training
Role Number	52015230
Grade	RFS Level 8/9
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	10 March 2023
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 coordinates programs and functions for hazard management and environmental training within the Operational Training team, to enhance the operational capabilities of the NSW RFS. The role supports the development and delivery of training packages to promote continuous improvement of hazard management and environmental training.

Key Accountabilities

1. Coordinate the development and delivery of hazard management and environmental training to ensure that all NSW RFS members are appropriately skilled.
2. Coordinate the development and implementation of fit-for-purpose training content, guides and other resources to enhance understanding and capability when undertaking NSW RFS activities.
3. Contribute to projects aimed at protect the community from fire and similar incidents within the scope of qualifications held.
4. Manage and maintain corporate training systems and processes to ensure that systems are up to date and aligned with NSW RFS policies and procedures.
5. Keep up to date with contemporary training solutions and all relevant NSW RFS Service Standards, Policies, Operational Doctrine and guidelines.
6. Foster a high performance and inclusive culture, which encourages and values the input of members, and is focused on outcomes that meet the needs of the community.
7. Develop, implement and coordinate liaison and networking relationships with NSW RFS staff, and other key stakeholders, and support agencies to ensure a high level of service associated with hazard management is being achieved in NSW.
8. Consult, train and educate stakeholders on hazard and environmental management at the NSW RFS State Training Academy, with the ability to travel to other locations when required.

Essential Requirements

- Diploma of Training Design and Development and/or Diploma of Vocational Education and Training, with the ability to obtain or upgrade to the most current within a 12-month period.
- Current Driver Licence and the ability and 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.

Key Knowledge and Experience

- Experience in hazard and environmental management.
- Experience in applying relevant legislation.
- 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 operates with some autonomy within the individual's work plan in accordance with deliverables as agreed by the Supervisor / Manager, and within the limits of RFS delegations.
- The role is accountable for the delivery of assigned work and is directable by the Supervisor / Manager on work priorities, complex issues and all matters requiring a higher authority to resolve.
- The incumbent is expected to comply with all legislative and NSW RFS policy requirements.

Reporting Line

The role reports to the Manager Operational Training.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal





Who	Why
➤ Manager/Supervisor	<ul style="list-style-type: none">➤ Receive and clarify guidance and instructions and report on progress against work plans.➤ Provide advice on administrative processes.➤ Escalate issues, keep informed, advise, receive guidance and instructions.
➤ Managers / Staff / Area / HQ / Districts	<ul style="list-style-type: none">➤ Provide guidance and support in relation to hazard and environmental training.
➤ Members (staff and volunteer)	<ul style="list-style-type: none">➤ Engage and communicate with NSW RFS members at all levels providing advice and support in respect of a range of matters associated with the job functions.
➤ Work team	<ul style="list-style-type: none">➤ Support team, work collaboratively to contribute to achieving the team's business outcomes.➤ Participate in meetings to represent work group perspective and share information.➤ Participate in discussions and decisions regarding implementation of innovation and best practice.

Key Relationships – External

Who	Why
➤ Other Government Departments and Emergency Services Agencies	<ul style="list-style-type: none">➤ Communicate with other government agencies and kindred organisations about routine matters relating to the work of the section.

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	Adept
	Manage Self	Intermediate
	Value Diversity and Inclusion	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate