



RFS

AIRBASE OFFICER

ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate Business Unit	State Operations Aviation Operations
Role Number	52020182
Grade	RFS Level 4/5
ANZSCO Code PCAT Code	TBC TBC
Date of Approval	1 May 2024
Role Description Reference No.	RD456
Website	www.rfs.nsw.gov.au

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

The role undertakes and supports functions associated with aerial firefighting capabilities including programs to enhance the operational capabilities of the RFS airbases to better protect the community from bushfire and other emergencies.

Key Accountabilities

1. Ensure operational readiness and capability for State airbases in conjunction with the State Air Desk and District Offices.
2. Participate in the development and implementation of infrastructure enhancements to meet airbase operational requirements.
3. Monitor and assist in the management of inventory for aerial firefighting resources at airbases throughout NSW to ensure adequate stock levels are available for fluctuating operational demands.
4. Support the delivery of training and assessment activities for airbases.
5. Use appropriate administrative corporate systems to monitor and act on requests for specialist support and provide a strong customer focus to ensure that a quality service is provided for end users.
6. Contribute to the development and implementation of procedures and guidelines to ensure that a high standard of service is maintained.
7. Provide timely and effective responses to requests for support given the need to balance time spent on immediate support demands with the implementation of new initiatives.
8. Ensure that corporate systems are updated and maintained in line with RFS policies and procedures.
9. Maintain awareness and integration of industry best practices and keep up to date with current and developing RFS Service Standards, Policies, Operational Doctrine and guidelines.

Essential Requirements

- NSW RFS Crew Leader Supervision (equivalent to PAUOPE012 Control Level 1 Incident), or equivalent expertise.
- NSW RFS Internal qualification in Airbase Operator (or equivalent expertise) or willingness to obtain and maintain currency.
- A current Driver Licence and the willingness and ability to travel and work away from home on a regular basis.
- Ability to meet the security clearance requirements for civil and military airside access.
- During periods of heightened operational activity, the incumbent will be required to undertake other support duties across the state commensurate with their skills and background.

Key Knowledge and Experience

- 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 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 relevant Manager/Supervisor.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal




Who	Why
Manager/Supervisor	<ul style="list-style-type: none">– Provide support in regard to matters related to operational activities and keep informed of the status of assigned
Team	<ul style="list-style-type: none">– Support the team and work collaboratively to contribute to achieving business outcomes.
All RFS Members (staff and volunteers)	<ul style="list-style-type: none">– Communicates with RFS members at all levels providing advice in respect of a range matters associated with the job functions.

Key Relationships – External

Who	Why
Other Government Departments and Emergency Services Agencies	<ul style="list-style-type: none">– Communicates with other government agencies and kindred organisations about routine matters associated with the job functions.
RFS Owned Aircraft Contractors	<ul style="list-style-type: none">– Work collaboratively regarding implementation of innovation and best practice.
Community	<ul style="list-style-type: none">– Provide service to the community to prepare for and be resilient to fires and incidents.

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

For further information regarding this role description, please contact the Recruitment Team or email Recruitment@rfs.nsw.gov.au.

