



ROLE DESCRIPTION DISTRICT MANAGER

Cluster	Stronger Communities
Directorate / Business Unit	OPERATIONS DISTRICT
Role Number	VARIOUS
Grade	RFS Level 10/11
ANZSCO Code	139999
PCAT Code	1119192
Date of Approval	20 May 2021
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.

Leadership Commitment

- › Value and recognise the contribution of our people
- › Create an environment where people can be at their best
- › Work together to deliver the best community outcomes
- › Be responsive and hold ourselves and each other to account
- › Appreciate our different backgrounds and experiences make us greater

Role Purpose

The role manages a Rural Fire District in an environment where there is an average range and/or complexity of risks associated with politically sensitive issues so that an appropriate range of services are provided to protect the community from bush fires and other emergencies.

Key Accountabilities

1. Manage resources, budget, assets, projects to maximise achievement of goals and required performance levels.

2. Provide operational direction and leadership to establish and maintain a culture of teamwork, achievement, accountability and a focus on outcomes that meet the needs of the community being served.
3. Provide leadership, including financial planning, to effectively manage the District consistent with the strategic direction of the Service, ensuring effective operations and cost effective use of the Service's resources.
4. Foster and maintain positive relationships with key stakeholders to facilitate appropriate and desirable outcomes to the operation of districts conducting regular audits of all districts to identify compliance with RFS policies and procedures.
5. Monitor the performance of staff, ensure training plans are up-to date and address issues in a timely manner to maximise individual and team outcomes.
6. When needed, monitor, review, evaluate and provide operational support/ or direction to communications services and training for brigade (or similar) activities in the district.
7. When needed, lead or participate in activities to protect the community from fire and similar incidents within the scope of the qualifications held.
8. Embed a purpose-driven culture and effective people management practices to drive member engagement and service delivery to the community.
9. Lead a proactive approach to the continuous improvement of work health and safety, ensuring safe systems of work and management commitment to member wellbeing
10. Lead and cultivate collaborative working relationships to deliver the best organisational and community outcomes.

Essential Requirements

- An Advanced Diploma or Degree in a relevant discipline, or equivalent expertise.
- Current RFS PBP certification or equivalent expertise.
- Current RFS Public Liaison Officer (PLO) certification or equivalent expertise.
- Current RFS CTR certification or equivalent expertise.
- Current RFS Enterprise Skills Trainer/ Assessor certification or equivalent expertise.
- No condition preventing normal field activities of the job (i.e. non arduous).
- A current driver's licence and the ability to travel.
- May be required to participate on an after-hours and/or on call roster.
- 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

- Genuine appreciation and understanding of a volunteer-based community service.

Role Dimensions

Decision Making

- 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.
- The role is guided in its decision making by the NSW RFS Administrative Delegations (Policy P2.1.1) and NSW RFS Financial Delegations (Policy P4.1.1)

Reporting Line

The role reports to the Area Commander

Direct Reports

The role has up-to 8 direct reports

Budget/Expenditure

The role has financial delegations and an assigned budget

Key Relationships – Internal






Who	Why
➤ Director	➤ Provide specialist advice, and work in close collaboration to ensure the seamless delivery of services
➤ Team	<ul style="list-style-type: none">➤ Lead and provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.➤ Set performance expectations, provide leadership, direction and support
➤ Executive, Managers and Supervisors	➤ Foster effective working relationships, collaborate and create buy-in
➤ All 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 Government Departments and Emergency Services Agencies	<ul style="list-style-type: none">➤ Ensure collaboration and cooperation in regards to capabilities and strategies➤ Discuss negotiate, and collaborate resources to effect rural fire and emergency service provision
➤ External Committees	➤ Participate as a member on a number of external committees that may vary from time to time (e.g. Emergency Management Committees, Bush Fire Management Committees)
➤ Community	<ul style="list-style-type: none">➤ Provide service to the community to prepare for and be resilient to fires and incidents➤ Ceremonial and Community Safety related activities

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	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Project Management	Adept
	Procurement and Contract Management	Intermediate
	Technology	Intermediate
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate