



RFS

CLIMATE RISK POLICY OFFICER

ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate Business Unit	Preparedness and Capability Bush Fire Risk Planning
Role Number	52020293
Grade	RFS Level 8/9
ANZSCO Code PCAT Code	TBC TBC
Date of Approval	9 May 2024
Role Description Reference No.	RD974
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 provides comprehensive policy advice and research to the RFS across a range of fire management areas that impact environment and community assets.

Key Accountabilities

1. Analyse data, reports, legislation and research on various climate and bush fire management issues for the preparation of policy and delivery of projects for bush fire risk management in NSW.
2. Liaise and collaborate with other Directorates, agencies, and stakeholders to ensure effective interface between policy development and project implementation.
3. Provide specialist advice to internal and external stakeholders to support the implementation of climate and bush fire risk management related initiatives.
4. Design and deliver training materials to increase organisational capability in climate and bush fire risk management throughout NSW.
5. Assist in quality assurance activities for climate and bush fire risk related projects and initiatives to increase community resilience and enhance community warnings and information dissemination.
6. Participate in research and consultation with stakeholders to improve business outcomes and optimise the outcomes for the protection of the community.

Essential Requirements

- A Diploma in a relevant discipline, or equivalent expertise.
- 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 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 role 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 Supervisor Bush Fire Risk Planning.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key Relationships – Internal



Who	Why
Manager	<ul style="list-style-type: none"> – Work in close collaboration to ensure the seamless delivery of services.
Team	<ul style="list-style-type: none"> – Provide professional guidance and development to build capability and ensure consistent quality and accessible service provision.
Executive, Managers and Supervisors	<ul style="list-style-type: none"> – Maintain an inter-unit ‘teams based’ approach that builds capacity and has a focus on the provision of quality services.
All RFS Members	<ul style="list-style-type: none"> – 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.

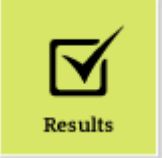

Key Relationships – External

Who	Why
Other Government Departments and Emergency Services Agencies	<ul style="list-style-type: none"> – Work collaboratively to develop and communicate relevant research and practice outcomes.
Customers/Community	<ul style="list-style-type: none"> – Provide assistance to ensure practices and procedure are followed.

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	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept

	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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

