

Role Description

Supervisor Safety Design Technology

Cluster	Stronger Communities
Agency	NSW Rural Fire Service
Division/Branch/Unit	Infrastructure Services /Assets, Infrastructure and Engineering
Role number	52014648
Classification/Grade/Band	10/11
ANZSCO Code	233999
PCAT Code	1119192
Date of Approval	16 July 2019
Agency Website	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

The role manages project engineering assignments for appliances, equipment and PPE/PPC to deliver in a risk based planning approach and provide technical specifications and procurement solutions for fit for purpose products.

Key accountabilities

1. Coordinate aspects of project engineering assignments related to appliances, equipment and PPE/PPC and provide innovative business solutions and identify opportunities for continuous performance improvement.
2. Manage project implementation such as preparing project plans, identifying and coordinating resources, developing and coordinating the development of budgets and negotiate reporting requirements such that the organisations compliance requirements are met, internal consistency is achieved and products/services are relevant and effective.
3. Monitor and assess appliances, equipment and PPE/PPC so that the organisation's requirements are met, internal consistency is achieved and products/services are relevant and effective.
4. Identify, analyse and assess safety, technical, financial and quality risks and incorporate processes for the treatment and monitoring of risk in all planning and delivery practices to ensure risks are identified, managed and reduced, in line with relevant Australian and International Standards, government policy and best practice.
5. Document internal business procedures and review/develop relevant policy, process and procedure documentation and NSW RFS business needs are addressed organisational knowledge is improved and compliance with legislative requirements are met.
6. Research and monitor leading edge developments in technology, trends, issues, standards and methodologies relevant

to the role to enable informed recommendations associated with product/system developments or innovations.

7. Provide management, coaching and mentoring to direct reports, monitor and appraise work performance and manage and review work allocation, workload and work flow to ensure the team meet commitments, deadlines and service delivery standards.

Key challenges

- Building and maintaining effective relationships to support the efficient operation of the business within the NSW RFS and externally with regulators, other emergency service agencies, industry bodies and suppliers.
- Co-ordinating, monitoring and negotiating strategic arrangements with a diverse range of consultants, contracts, suppliers and subcontractors (including regular reporting), to ensure NSW RFS receives high level performance and best value for money outcomes.
- Technical and commercial evaluation of tenders, criteria, quotations, recommendations, and financial analysis comply at all times with NSW Government and NSW RFS Policies and Procedures.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none">• Provide timely and transparent reports and obtain guidance regarding building activities.• Provide support in regard to matters related to the work of the unit and keep apprised of the status of assigned work and activities.
Internal Committees	<ul style="list-style-type: none">• Provide regular reports to consultative groups on appliance, equipment and PPE/PPC development activities with NSW Government and NSW RFS Policy.
Members (staff and volunteer)	<ul style="list-style-type: none">• Communicates with NSW RFS members at all levels providing advice in respect of a range matters associated with the job functions.
External	
Other Government Departments/ Cluster and Emergency Service Agencies	<ul style="list-style-type: none">• Communicates with other government agencies and kindred organisations about routine matters relating to the work of the Unit to achieve value for money outcomes optimise the use of existing government contracts and to deliver 'shared services solutions'.
Suppliers/Engineers/ Technicians and contractors	<ul style="list-style-type: none">• To achieve value for money outcomes so that the NSW RFS is well equipped with resources.• Develop a cooperative and collaborative relationship with external stakeholders.

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 incumbent routinely makes their own decisions concerning assigned work and related matters, operating within standards, policies, procedures and relevant legislation.

The incumbent 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 Manager Engineering Services.

Direct reports

The role has 3 direct reports.

Budget/Expenditure

Depends on the nature of projects assigned

Key knowledge and experience

- Advanced knowledge in technical management, research and problem solving with the ability to develop and implement complex research and development projects.
- Experience in engineering design principles which includes the interpretation of automotive drawings, models, specifications and standards.
- An understanding of automotive design best practice principles as aligned to Australian Design Rules.
- An understanding of PPE/ PPC and firefighting equipment.

Essential requirements

- An Advanced 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.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.




The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
<div> Personal Attributes</div>	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
<div> Relationships</div>	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none">• Negotiate from an informed and credible position• Lead and facilitate productive discussions with staff and stakeholders• Encourage others to talk, share and debate ideas to achieve a consensus• Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes• Influence others with a fair and considered approach and sound arguments• Show sensitivity and understanding in resolving conflicts and differences• Manage challenging relationships with internal and external stakeholders• Anticipate and minimise conflict	Adept
<div> Results</div>	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none">• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes• Make sure staff understand expected goals and acknowledge staff success in achieving these• Identify resource needs and ensure goals are achieved within set budgets and deadlines• Use business data to evaluate outcomes and inform continuous improvement• Identify priorities that need to change and ensure the allocation of resources meets new business needs• Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept
 Business Enablers	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> • Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing • Conduct delegated purchasing activities in line with procedures • Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements 	Intermediate



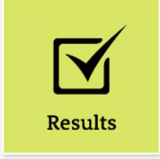


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Project Management		Adept
	Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects 	
	Optimise Business Outcomes		Intermediate
	Manage people and resources effectively to achieve public value	<ul style="list-style-type: none"> • Develop team and unit plans that consider team capabilities and strengths • Plan and monitor resource allocation effectively to achieve team and unit objectives • When planning resources, consider the attraction and retention of people of diverse cultures, backgrounds and experiences • Ensure that team members work with a good understanding of business principles as they apply to the public sector context • Participate in wider organisational workforce planning to ensure that capable resources are available 	

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
 People Management	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Intermediate
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate