



ROLE DESCRIPTION AVIATION OFFICER

Cluster	Stronger Communities
Directorate / Business Unit	State Operations Operational Field Support
Role Number	Various
Classification / Grade	NSW RFS 4/5
ANZSCO Code	599999
PCAT Code	1119192
Date of Approval	10 September 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.

Role Purpose

The role provides a broad range of services in a team environment that lead to better protection of the community from bush fires and other emergencies.

The role undertakes and supports functions associated with the NSW RFS aerial firefighting, airborne intelligence and aviation rescue capabilities. This includes, working to support the implementation of programs, undertake operations and assisting to ensure the currency of operational members and specialist equipment serviceability.

Key Accountabilities

1. Undertake airborne duties for aerial intelligence systems including camera and scanning technology.
2. Participate as an aviation crew member in aviation rescue duties (e.g. winching).
3. Undertake operational duties including remote area firefighting and other operational support as required.
4. Support the delivery of training and assessment activities to ensure NSW RFS members achieve and maintain required competencies relating to aerial intelligence systems, aviation rescue and aerial insertion duties.
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 NSW RFS policies and procedures.
9. Keep up to date with current and developing NSW RFS Service Standards, Policies, Operational Doctrine and guidelines.

Essential Requirements

- NSW RFS Crew Leader Supervision (equivalent to PUAOPE012 Control Level 1 Incident).
- Have and maintain a level of physical fitness appropriate for arduous bush firefighting or similar intense and sustained physical activity.
- Current Driver Licence.
- Ability and willingness to fly in small fixed wing and rotary wing aircraft.
- Certificate III Aviation (Rescue Crew Officer) or willingness to obtain.
- NSW RFS Internal qualification in Aviation Rescue Crew, Airborne Systems Operator, Air Observer, or Air Attack Supervisor (or equivalent expertise) or willingness to obtain and maintain currency.
- The incumbent may be required at any time to undertake other support duties across the state commensurate with their skills and background
- Required to participate on an after-hours and/or on call roster, with a willingness to perform shift work.
- Willingness to travel and work away from home base and at short notice.

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 incumbent routinely makes their own decisions concerning their job functions within the priorities and any boundaries set by their Manager/Supervisor.
- The incumbent usually makes their own decisions about tasks within their scope of accountabilities consistent with Service policies and procedures.
- 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	➤ Provide support in regard to matters related to operational activities and keep informed of the status of assigned work and activities.
➤ Team Members	➤ Support the team and work collaboratively to contribute to achieving business outcomes.
➤ Members (staff and volunteers)	➤ Communicates with NSW 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	➤ Communicates with other government agencies and kindred organisations about routine matters relating to the work of the Unit.
➤ NSW RFS Owned Aircraft Contractors	➤ Work collaboratively regarding implementation of innovation and best practice.
➤ Community	➤ 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	Manage Self	Intermediate
	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	Value Diversity and Inclusion	Foundational
 Relationships	Communicate Effectively	Foundational
	Influence and Negotiate	Foundational
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
 Results	Think and Solve Problems	Intermediate
	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational