



RFS

OPERATIONAL TRAINING OFFICER (AREA)

ROLE DESCRIPTION

Cluster	Stronger Communities
Directorate Business Unit	Field Operations Various
Role Number	Various
Grade	RFS Level 6/7
ANZSCO Code PCAT Code	TBC TBC
Date of Approval	20 March 2024
Role Description Reference No.	RD657
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

Deliver and assess IMT training at the RFS Training Academy and other various locations. Develop training resources and coordinate training of assessors/trainers to ensure adequate access for Operational staff to complete IMT qualifications.

Key Accountabilities

1. Coordinate and deliver optional training to RFS members to enable operational capability.
2. Contribute to the development and implementation of fit-for-purpose training programs, guides and other resources to enhance understanding and capability when undertaking RFS operational activities.
3. Contribute to continuous improvement of processes through monitoring and reviewing program outcomes and feedback and recommend future improvement opportunities.
4. Collaborate in projects that support community protection from fire and other emergencies within the scope of qualifications held.
5. Provide subject matter expertise and solutions, in a timely matter, relevant to emergency service operations where high levels of reliability are paramount.
6. Keep up to date with contemporary training solutions and all relevant RFS Service Standards, Policies, Operational Doctrine and guidelines.
7. Foster a high performance and inclusive culture which encourages and values the input of members and is focused on outcomes that meet the needs of the community.

Essential Requirements

- A Certificate IV in Training and Assessment with ability to maintain competency and currency to national vocational standards for training and assessing.
- Level 2 Principal IMT qualification.
- Current Driver Licence and regular travel across NSW required.
- 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

- Operational experience relevant to the NSW RFS.
- Knowledge of vocational education and training relevant to the NSW RFS.
- 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 Manager Capability.

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.– Monitor sources to ensure quality of services and currency of information.

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	Intermediate
	Manage Self	Intermediate
	Value Diversity and Inclusion	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	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.

