



## SOUTH AUSTRALIA STATE EMERGENCY SERVICE Role Description

<b>JOB TITLE:</b> Training Project Officer (Talent Pool) <b>CLASS:</b> ASO4 <b>ROLE NO:</b> P51098 <b>VERSION DATE:</b> September 2025	<b>ORGANISATION:</b> South Australia State Emergency Service (SA SES) <b>SECTION:</b> Training & Organisational Development <b>TEAM:</b> Training
<b>This Role Reports to:</b> <ul style="list-style-type: none"> <li>• Manager, Training &amp; Organisational Development</li> </ul>	<b>Reporting to this Role:</b> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Primary Purpose of Role</b> This role is responsible for the development and/or implementation of training or capability project/s: <ul style="list-style-type: none"> <li>• Undertake projects including development and implementation of plans, timelines and outputs</li> <li>• Investigate similar programs within emergency services agencies in the state or interstate</li> <li>• Research relevant journals, websites and other sources and/or consult with subject matter / technical experts</li> <li>• Coordinate collaboration and negotiation with relevant stakeholders regarding training content and related policy and procedures</li> <li>• Undertake all related administrative, documentation and reporting activities</li> <li>• Provide event and project support and administration as directed by the Manager.</li> </ul>	
<b>Outcomes</b> <ul style="list-style-type: none"> <li>• Effective management of minor projects</li> <li>• Timely provision of reports as required</li> </ul>	

<p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>	<p><b>Essential Attributes (Knowledge/Skills/Experience Requirements)</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate with a broad range of internal and external stakeholders.</li> <li>• Strong written communication skills, with the ability to prepare a range of formal documents.</li> <li>• Good organisational skills, ability to prioritise workload and multi-task effectively.</li> <li>• Sound knowledge and experience in the development of training programs.</li> <li>• Ability to use initiative and work with limited supervision.</li> <li>• Experience in project work.</li> </ul>
<p><b>Desirable Attributes</b></p> <ul style="list-style-type: none"> <li>• Sound knowledge SA SES activities, policies and procedures</li> <li>• Sound knowledge of vocational education and training</li> <li>• Experience in development of policies and procedures</li> <li>• Understanding of the Emergency Service Sector.</li> <li>• Experience in working with volunteers.</li> </ul>	
<p><b>Desirable Qualifications</b></p> <ul style="list-style-type: none"> <li>• Certificate IV in Training &amp; Assessment</li> </ul>	<p><b>Essential Qualifications</b></p> <ul style="list-style-type: none"> <li>• Volunteer Trainer Delivery &amp; Assessment Contribution Skill Set (or equivalent) or actively pursuing the skill set</li> </ul>
<p><b>Key Relationships/Interactions</b></p> <ul style="list-style-type: none"> <li>• Manager Training and Organisational Development</li> <li>• Capability Coordinators</li> <li>• SA SES staff and volunteers</li> </ul>	<p><b>Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Balancing the competing requirements of staff and volunteers in a complex and diverse environment.</li> <li>• Operating in a time pressured environment.</li> <li>• Operating in a politically sensitive environment.</li> <li>• Operating in an emergency operations context.</li> </ul>

**Employment Conditions**

- Employment conditions will be governed by the *Fire and Emergency Services Act 2005 (SA)*, the *Public Sector Act (2009)*, the *South Australian Public Sector Enterprise Agreement: Salaried 2021*, the *S.A. Public Sector Salaried Employees Interim Award* and any other applicable legislation.
- The incumbent will be expected to work in a manner consistent with the Code of Ethics for the South Australian Public Sector.
- The incumbent must be prepared to be assigned to another Role at this remuneration level or equivalent.

**WHS & EEO**

- The incumbent is responsible and accountable for working in an equitable manner and taking reasonable care to protect his/her own health, safety and welfare and avoiding adversely affecting the health and safety of others at work by complying with WHS and EEO policies, practices and legislation.
- Demonstrated commitment to the principles and practices of Equal Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of Building Safety Excellence in the Public Sector and the legislative requirements of the *Work Health and Safety Act 2012*, and utilising AS/NZS ISO 31000 Risk management, or to an equivalent set of standards.

**Customer Service**

- The incumbent will provide the highest standards of customer service to clients at all levels by modelling service excellence that meets the needs of customers and enhances the corporate profile of the organisation.

**Special Conditions**

- There is a requirement for the incumbent in this role to be rostered to work on Saturday, Sundays and Public Holidays in accordance with SA SA SES organisational requirements. Work performed on any such day will constitute part of the incumbent's ordinary hours of duty and remuneration will be in accordance with the provisions contained within the South Australian Public Sector Enterprise Agreement: Salaried 2021 and the S.A. Public Sector Salaried Employees Interim Award.
- As part of employment within the SA SES the incumbent will be required to perform operational duties during emergency situations. When undertaking operational duties the incumbent may be rostered to work on Saturday, Sundays and Public Holidays. Work performed on any such day will constitute part of the incumbent's ordinary hours of duty and remunerated in accordance with the provisions contained within the South Australian Public Sector Enterprise Agreement: Salaried 2021 and the S.A. Public Sector Salaried Employees Interim Award.
- Some inter/intrastate travel, necessitating overnight stays and frequent out of hours work may be required.
- A current driver's licence and a willingness to drive.
- Must be prepared to relocate to meet corporate requirements.
- Must be prepared to assist with emergency management response activities as required.
- May be required to wear the SA SES Agency uniform.
- Must undertake a criminal history check.

**Signature:** ..... **Date:** ...../...../.....  
Delegate

**ADDENDUM:**

The South Australia State Emergency Service (SA SES) is a volunteer organisation and is part of a national network that exists in every State and Territory of Australia. The SA SES primary objective is the provision of a nucleus of personnel trained in the skills that enable them to respond to emergency situations and to support other statutory services in times of emergencies or disasters. The SA SES constitutes an integral part of the State Emergency Management organisation and is one of fourteen Functional Services identified in the State Emergency Management Plan.

The functions of the SA State Emergency Service are to:

- a) assist the Commissioner of Police in dealing with any emergency;
- b) assist the State Coordinator, in accordance with the State Emergency Management Plan, in carrying out prevention, preparedness, response or recovery operations under the *Emergency Management Act 2004*;
- c) assist SAMFS and SACFS in dealing with any emergency;
- d) deal with any emergency
- e) where the emergency is caused by flood or storm damage; or
- f) where there is no other body or person with lawful authority to assume control of operations for dealing with the emergency;
- g) deal with any emergency until such time as any other body or person that has lawful authority to assume control of operations for dealing with the emergency has assumed control;
- h) respond to emergency calls and, where appropriate, provide assistance in any situation of need whether or not the situation constitutes an emergency;
- i) to undertake rescues;
- j) to perform any other function assigned to SA SES by or under the *Fire and Emergency Services Act 2005* or any other Act.