



SOUTH AUSTRALIA STATE EMERGENCY SERVICE Role Description

JOB TITLE: District Officer (Talent Pool) CLASS: ASO5 ROLE NO: M52032 VERSION DATE: April 2024	ORGANISATION: South Australia State Emergency Service (SA SES) SECTION: Operations TEAM: Both North and South Regions
This Role reports to: <ul style="list-style-type: none"> • Regional Commander, North Region, or • Regional Commander, South Region 	Reporting to this Role: <ul style="list-style-type: none"> • SA SES Unit Managers within allocated district
Primary Purpose of Role <p>The objectives of the SES are to build disaster resilient communities, ensure a coordinated and well managed emergency response, delivering a sustainable well-trained workforce, and conducting an ethical well managed agency. Consistent with these objectives, the primary aim of the role of District Officer is to support Unit Managers and Volunteers to build and maintain the operational and human resource capacity of each unit in the District and Region to ensure active readiness and capability in the event of an emergency. This includes:</p> <ul style="list-style-type: none"> • Lead, manage, and support SA SES Volunteers and Units through coaching, mentoring, recruitment and retention, and administration activities. • Build and maintain operational capacity of SA SES Units and Districts • Coordinate, deliver, and assess nationally accredited and agency training and skills maintenance. • Undertake the role of Executive Officer to a Zone Emergency Management Committee and represent SA SES at relevant zone and district level emergency management forums. • Perform incident management roles during emergencies, including rostered on-call Duty Officer arrangements. 	
Outcomes <ul style="list-style-type: none"> • SA SES Units within the district are highly prepared and ready to respond to extreme weather and flooding emergencies, and rescue operations. • SA SES Volunteers are supported to lead their Units and comply with SES and State Government policies, practices and procedures. • SA SES Volunteers within the district have a common direction and shared vision for the service. • SA SES Units and Districts have effective operational, contingency, and business continuity plans. • Quality training is delivered through the State Training Program and local training activities to support service and local needs. • Strong networks and sound relationships with stakeholders, partner agencies and local communities are developed and maintained 	

<p>Resource Management</p> <ul style="list-style-type: none"> Operational and service equipment as issued. 	<p>Essential Attributes (Knowledge/Skills/Experience Requirements)</p> <ul style="list-style-type: none"> High-level interpersonal skills including the ability to negotiate, resolve conflict and develop effective stakeholder networks. Strong communication skills and the ability to verbally represent the service at meetings with internal and external stakeholders. Ability to deliver high quality operational training. Ability to lead a diverse group of stakeholders in a challenging operational environment. Demonstrated organisational skills with attention to detail, and the ability to prioritise work over multiple sites and meet deadlines. Demonstrated capacity to promote and manage change, demonstrating flexibility and adaptability. Knowledge and experience in the development and management of operational and action plans Ability to work independently, under limited supervision as well as contribute to a harmonious team environment
<p>Desirable Attributes</p> <ul style="list-style-type: none"> Certificate III in Public Safety (SES Rescue) or Certificate III in Public Safety (SES Operations) or equivalent. Knowledge of the emergency services sector and experience in volunteer management, including knowledge of equipment and skills, planning and incident management. 	<p>Essential Qualifications</p> <ul style="list-style-type: none"> TAE40116 Certificate IV in Training and Assessment (or equivalent), or ability to gain within negotiated timeframe. Unrestricted motor vehicle license (and willingness to drive).
<p>Key Relationships/Interactions</p> <ul style="list-style-type: none"> SA SES Executive and staff. SA SES Unit Managers and volunteers. State and local government authorities. Emergency management sector stakeholders. Local communities. 	<p>Key Challenges</p> <ul style="list-style-type: none"> Addressing and balancing competing volunteer demands and priorities. Monitoring the operational environment and risks and maintaining preparedness of SA SES resources for operational duties. Attending to the needs and requirements of geographically dispersed stakeholders. Combining and balancing training responsibilities with operational requirements. Self-management of workloads.

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.