



SOUTH AUSTRALIA STATE EMERGENCY SERVICE Role Description

JOB TITLE: Capability Coordinator (Talent Pool) CLASS: ASO5 ROLE NO: P42755 VERSION DATE: September 2025	ORGANISATION: South Australia State Emergency Service (SA SES) SECTION: Training & Organisational Development TEAM: Training
This Role Reports to: <ul style="list-style-type: none"> • Manager, Training and Organisational Development 	Reporting to this Role: <ul style="list-style-type: none"> • Nil
Primary Purpose of Role The position leads and coordinates the development and delivery of service capabilities relevant to the position portfolio. The position will: <ul style="list-style-type: none"> • Undertake capability needs analysis with reference to the organisation's Capability Management Framework, as well as community risk profiles and incident response rates • Work closely with relevant stakeholders in development, coordination and maintenance of the Capability, including relevant doctrine, risk management, safety standards, equipment and systems, training and skills maintenance, and other capability inputs. • Undertake development and regular review of curriculum and training resources, including research, collaboration with subject matter experts and a Capability Reference Group, to ensure currency, quality and alignment with ASQA standards, relevant legislation, organisational policies and procedures and industry developments • Manage content relevant to the Capability and communicate with members via the volunteer portal and other channels • Build and maintain trainer/assessor (volunteer and staff) capacity within each Capability area across the organisation through training, mentoring and professional development • Coordinate training delivery and ensure relevant administration and record management is completed • Undertake projects related to the Capability as required, including scoping, developing project plans, and monitoring to ensure projects are delivered on time and within budget. 	
Outcomes <ul style="list-style-type: none"> • Capabilities are developed and maintained to meet organisational needs, across the state; and are reflective of best practice. • Quality training and skills development is coordinated through the Capability training program. • Projects are delivered on time and within budget, in line with Capability outcomes. • Legislative compliance is ensured, inclusive of SA SES strategic and operational standards. • Capability change management is well coordinated and communicated. • Effective participation of SA SES on relevant working groups and committees, with sound whole-of-sector relationships built and maintained. 	

<p>Resource Management</p> <ul style="list-style-type: none"> • Financial management within established policy for purchasing and procurement. 	<p>Essential Attributes (Knowledge/Skills/Experience Requirements)</p> <ul style="list-style-type: none"> • Highly developed written communication skills, with demonstrated experience in the development of curriculum, doctrine and similar documents to meet organisational needs. • Understanding of relevant standards, including ASQA standards for Registered Training Organisations, risk management framework and Work Health and Safety legislation. • Proven ability to effectively manage projects and programs and achieve agreed outcomes. • Demonstrated experience in all aspects of training and assessment, particularly undertaking training needs analyses and developing training materials and assessment strategies. • Demonstrated experience in coordinating training and support to a variety of audiences including other trainer/assessors. • Ability to communicate effectively with people at all levels and from a diverse range of backgrounds. • Ability to operate as a member of a team and autonomously.
<p>Desirable Attributes</p> <ul style="list-style-type: none"> • Qualifications / experience in general and technical rescue discipline. • Understanding of the emergency services sector. • Experience in working with volunteers. • Experience in the use of online learning. 	<p>Essential Qualifications</p> <ul style="list-style-type: none"> • Certificate IV in Training and Assessment (current credentials or actively pursuing current credentials) .
<p>Key Relationships/Interactions</p> <ul style="list-style-type: none"> • Manager Training and Organisational Development. • SA SES Training team. • SA SES members (staff & volunteers). • Emergency services sector stakeholders. • State and local government authorities. 	<p>Key Challenges</p> <ul style="list-style-type: none"> • Operating in a highly public and politically sensitive environment. • Continuing advancements and changes in equipment and practices, at state, national and international level. • Operating in an environment of budgetary constraint. • Maintaining services across geographically dispersed centres.

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.