

Role Description

(Supervisor/Team Leader)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Fire Operations Officer

Division: National Parks and Public Lands

Classification Level: OPS3

Branch/Unit: Park Operations and Community Partnerships – Limestone Coast Region

CHRIS Position Number: P14387

Reports to (Title): Regional Fire Management Officer

About the Agency – [Department for Environment and Water](#)

About the Role

The Fire Operations Officer supports the delivery of the department's fire management program within the Limestone Coast (LC) Region. In collaboration with regional staff, the Officer is responsible for supporting the delivery of fire suppression, prescribed burning operations and fire management works in the LC Region including land managed under agreement with Forestry SA. The incumbent supervises seasonal fire crews to undertake maintenance of fire access tracks, prescribed burning and other fuel hazard reduction works, weed control programs, vehicle and equipment maintenance and broader land management activities.

The Officer will also take responsibility for providing support with operational work, health and safety across the region including incident investigation, risk assessments, worksite safety inspections and implementing measures to enhance safety culture and practices.

Key Role Outcomes

- Effective supervision of staff is achieved by maintaining communication and overseeing work allocation, time and attendance and leave management.
- Timely and constructive feedback is provided to direct reports to contribute to their effective performance and motivation and plan for their continued professional and technical development.
- A broad range of construction, maintenance and fire management works and projects are executed to meet program objectives. This includes ensuring priorities are established and work is programmed, allocated, supervised and monitored to ensure staff and contractor performance is maximised.
- All works undertaken are effectively managed, reported on and delivered, regional resources are allocated and business planning processes applied in line with DEW Corporate and Regional strategic priorities and requirements.
- Safe work practices are implemented and monitored to ensure the safety and wellbeing of staff, members of the public, contractors and volunteers in accordance with legislative and policy requirements.
- Operational work, health and safety support is provided across the region involving incident reporting investigation, development of field-based plant and activity risk assessments, worksite safety inspections and implementing measures to enhance staff safety, culture and practices.
- Threats and impacts of bushfires on life, property and the environment are reduced by actively participating in bushfire suppression, annual fire prevention works programs and prescribed burning activities.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Proven track record in effectively supervising a team, and the ability to foster a collaborative environment to achieve organisational goals.
- Experience in procurement and contractor management.
- Prioritises workload and allocates time appropriately.
- Demonstrates a fundamental understanding of fire, land, risk and human resource management.
- Sound knowledge and experience in administration, including preparation of reports, reporting, financial estimates and control of expenditure.
- Knowledge of construction techniques applicable to land management principles and practices.
- Demonstrates ability and/or experience in a broad range of fire suppression and prescribed burning operations, track vegetation management, pest plant control, rehabilitation techniques, water supply management, road and track maintenance.
- Demonstrates experience in the operation and maintenance of plant and equipment, including firefighting equipment and vehicles.
- Demonstrates experience in WHS including incident reporting and investigation and development of plant and/or activity risk assessments.

Desirable Criteria

- An appropriate trade skill or qualification in land management is desirable.

Direct Reports

- Seasonal Fire Crew (OPS1 x 1.0 FTE, OPS2 x 2.0 FTE)

Key Relationships/Interactions

- Fire Management Officer, Limestone Coast Region
- Seasonal Fire Crew, Limestone Coast Region
- DEW Limestone Coast Regional office and district staff
- State Fire Management Unit staff
- DEW National Parks and Wildlife Service fire brigade crew members
- Forestry SA Rangers, Crown Land staff, Landscape Board staff, plantation forestry staff, other internal and external stakeholders.
- SA Country Fire Service (CFS) staff and volunteers.

Special Conditions

- Will be required to participate in firefighting operations and must be physically fit and pass a fitness assessment to a minimum standard of a 'B' rated Fire Fighting Classification as per the DEW Fire Policy and Procedures.
- A current Class "C" driver's licence and willingness and ability to safely operate a 4WD is essential.
- Will be required to participate in responses to state emergencies or associated duties.

- Will be required to work outside of normal hours of duty including weekends, public holidays and days of heightened fire danger for duties associated with emergency response, on call and standby arrangements.
- Will be required to undertake the role of Regional Fire Duty Officer and participate in a roster for this role.
- Will be required to undertake intra or interstate travel that may involve occasional overnight absences.
- Prior to being employed, the successful candidate will be required to provide a valid Nationally Coordinated Criminal History Check (NCCHC), which is required to be renewed every three years. DEW will cover the cost of renewal.
- Must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia.
- Wearing a company uniform during working hours and/or when representing the department is mandatory.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Motivating Others • Thinking and Acting Strategically 	<ul style="list-style-type: none"> • Motivates others by involving them in planning common goals for the team. • Considers each person as an individual when deciding how to work with them rather than being prescriptive in their approach. • Continually monitors the direction and progress of work to ensure relevancy to strategic outcomes. • Helps others to differentiate between essential and important activities versus non-essential.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability 	<ul style="list-style-type: none"> • Develops and communicates clear and realistic goals/expected outcomes for projects and tasks. • Works with team to problem solve, overcoming challenges and facilitates the achievement of outcomes. • Willingly accepts responsibility for own work and team's business plan. • Establishes own credibility by demonstrating personal competence and technical expertise.
Drives Business Excellence	<ul style="list-style-type: none"> • Directing Resources 	<ul style="list-style-type: none"> • Sets priorities for the team effectively, allocating time and resources accordingly. • Ensures priorities are understood by team members.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Communicating and Managing Conflict 	<ul style="list-style-type: none"> • Is not afraid to express their own opinion and is respectful of other views by encouraging dialogue amongst colleagues and team members. • Recognises and deals with conflict well before it advances to a formal level.

<p>Exemplifies Personal Drive and Professionalism</p>	<ul style="list-style-type: none"> • Modelling Public Sector Values • Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> • Displays commitment to the values of the Public Sector and the Code of Ethics. • Sets an example to team members by role modelling professional and ethical behaviour. • Is flexible in handling changing priorities. • Adapts to new situations while maintaining achievement of outcomes.
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Work Health and Safety

Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- As an individual it is your responsibility to actively participate in the Department’s Performance Review and Development Program. As a manager you are required to action the Performance Review and Development Program inclusive of 6 monthly reviews, for all employees for whom you are responsible.
- Recruit appropriately qualified and experienced staff to the unit/team.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure at all times.

Date Delegate approved original classification:	4/03/2022	Original Class method:	Updated March 2025.
Updated:	RD Update only	Date this version approved by delegate:	17/02/2026