



<p>JOB TITLE: Regional Prevention Officer CLASS: CFS3 ROLE NO: Various DATE: 19 / 04 / 2021</p>	<p>ORGANISATION: South Australian country Service SECTION: Regional Operations TEAM: Region 1-6 RANK:</p>
<p>This Role Reports to:</p> <ul style="list-style-type: none"> Regional Operations Manager 	<p>Reporting to this Role:</p> <ul style="list-style-type: none"> Community Engagement Officer
<p>Primary Purpose of Role:</p> <ul style="list-style-type: none"> Provide consultancy advice, information, support and education in relation to the bushfire management planning processes to state and local government, and other key stakeholders. Provide executive support to Bushfire Management Committee(s) within the CFS Region. Develop bushfire management plans and prepare advisory reports to the State Bushfire Coordination Committee. Coordinate the implementation of Bushfire Management Area Plan(s) Assist in the development and monitoring of community safety policies, standards, and guidelines. Represent CFS on state and cross-agency committees and working groups. Assist in the development and delivery of Fire Prevention Officer training programs at state and regional levels. Contribute to the development, implementation, delivery and evaluation of the public awareness and education programs. Provide training for Authorised Officers in the issuing of permits Undertake operational activities commensurate to the incumbent level of experience and skills, in the support of SACFS' responsibilities across the continuum of prevention, preparedness, response and/or recovery 	
<p>Outcomes:</p> <ul style="list-style-type: none"> Best practice bushfire management planning and development control programs are applied in the Region. Partner agencies are undertaking works as identified in the treatment options of the Bushfire Management Area Plans. Quality and timely executive support is provided to Bushfire Management Committees in the Region. Managers of crown land are contributing to landscape bushfire management planning and appropriate works are being undertaken. Local government Fire Prevention Officers and Authorised Officer are appropriately qualified and supported in their duties. Provide advice and assistance to Local Government Building Fire Safety Committees on managing fire risk to facilities. Fire safety policies, procedures and practices in the Region are current and effective. Landholders and government agencies are compliant with legislation. Apply relevant Native Vegetation Acts in relation to approval of native vegetation clearance enabling the public to take appropriate steps to protect their safety. Investigations are undertaken as directed by the Chief Officer on matters relating to bushfire mitigation management (e.g. 105 appeals). Public safety awareness programs are well planned and commensurate with the level of risk. When undertaking operational roles and activities, those activities are consistent and compliant to SAFS Operations Doctrine. 	



<p>Resource Management:</p> <ul style="list-style-type: none"> Financial management within delegations of established policy for purchasing and procurement Operational service equipment as issued 	<p>Essential Attributes (Knowledge/Skills/Experience Requirements)</p> <ul style="list-style-type: none"> Demonstrated knowledge of bushfire management planning and land management processes. Ability to communicate effectively in oral and written forms with people at all levels and from a diverse range of backgrounds Ability to deal with pressure and ambiguity in a dynamic work environment through establishing clear goals and objectives Well-developed interpersonal, negotiation, conflict resolution and facilitation skills Ability to identify problems, secure relevant information, relating data from different sources and implement appropriate solutions Ability to manage, direct, liaise and coordinate the activities of personnel in both emergency and non-emergency roles Ability to work independently as well as contribute to a harmonious team environment
<p>Desirable Attributes:</p> <ul style="list-style-type: none"> Tertiary qualification diploma level or above in a relevant discipline such as fire technology or land management. Experience operating with large-scale multi-agency incidents Extensive experience developing, implementing, monitoring and reviewing operational and prevention plans Understanding of the CFS structure and CFS operations Experience in a volunteer organization Ability to read and understand relevant legislation pertaining to bushfire management. 	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> Nil
<p>Key Relationship / Interactions:</p> <p>Internal”</p> <ul style="list-style-type: none"> CFS Preparedness Operations Section CFS Community Engagement staff CFS Regional staff Local Government and Fire Prevention Officers Members of Bushfire Management Committees CFS Volunteers <p>External:</p> <ul style="list-style-type: none"> Emergency Services Organisations 	<p>Key Challenges:</p> <ul style="list-style-type: none"> Working with limited resources Working out-of-hours Encouraging and supporting employees of state and local government agencies Facilitating the culture shift from incident response to incident prevention

Employment Conditions:

Employment conditions will be governed by the *Fire and Emergency Services Act 2005 (SA)*, the *Public Sector Act (2009)*, the *South Australian Modern 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, SACFS Code of Conduct and Respectful Behaviours policies.

The incumbent must be prepared to be assigned to another Role at this remuneration level or equivalent.

Performance Development

The incumbent will be required to participate in the Agency's *Performance Review and Development Program* which will include a regular review of the incumbents' performance against responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SACFS Values and Strategic directions.

Handling of Official Information

By virtue of their duties, SACFS employees frequently access, otherwise deal with, and/or are aware of information that needs to be treated as confidential. SACFS employees will not misuse information gained in their official capacity. SACFS employees will maintain the integrity and security of official or confidential information for which they are responsible.

Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy or lawful and reasonable direction.

WHS and 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.

General Requirements:

Managers and Staff are required to work in accordance with the *Code of Ethics for South Australian Public Sector*, *SACFS Code of Conduct*, *Directives*, *Determinations* and *Guidelines*, and *legislative requirements* including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Building Safety Excellence in the Public Sector*
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury/ illness
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Disability Discrimination
- *Independent Commissioner Against Corruption Act 2012 (SA)*
- *Public Interest Disclosure Act 2019 (SA)*
- *SACFS Code of Conduct*
- *Information Privacy Principles Instruction*
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Fire and Emergency Services Act and Regulations*
- Relevant Australian Standards
- Duty to maintain confidentiality
- Smoke Free Workplace
- Applying the principles of the South Australian Government's *Risk Management Policy* to work as appropriate
- All employees required to complete timesheets must forward their timesheet to their line manager, within two weeks from the period worked, to enable their manager to authorise that it is a true and accurate record of hours worked by the employee.

Special Conditions

- As part of employment within the SACFS the incumbent may 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 Modern Public Sector Enterprise Agreement: Salaried 2017, the S.A. Public Sector Salaried Employees Interim Award and the SACFS Staff Terms and Conditions Clause 3 Arrangement
- The incumbent may be approved to work 'Voluntary Flexible Working Arrangements'
- Frequent out of hours work may be required.
- Intrastate travel necessitating overnight stays may be required
- A current driver's license and willingness to drive is essential.

SA COUNTRY FIRE SERVICE:

The SA Country Fire Service is a community-based fire and emergency service dedicated to protecting life, property, and environmental assets in rural and semi-urban South Australia. SACFS is a statutory authority reporting to the Minister for Emergency Services. The SACFS consists of approximately 13,500 volunteers and 180 Career Staff.

SACFS Values:

Our shared values confirm our common mission by promoting an agency climate where SA Community needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. SACFS strives to be the 'Employer of Choice', which reflects the diversity of our community through the recruitment and retention of a diverse range of people. These values guide our decisions and actions.

- Mutual Respect
- Adaptability and Resourcefulness
- One Team, Many Players, One Purpose
- Integrity and Trust
- Support, Friendship and Camaraderie
- Community and Our Environment
- Knowledge and Learning
- Safety
- Teamwork

Code of Ethics:

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public sector employees.

- Democratic Values - helping the government, under the law to serve the people of South Australia
- Service, Respect and Courtesy - Serving and people of South Australia
- Honesty and Integrity - Acting at all times in such a way as to uphold public trust
- Accountability - Holding ourselves accountable for everything we do
- Professional Conduct Standards - Exhibiting the highest standards of professional conduct.
- The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Diversity and Inclusion:

SACFS is committed to creating and maintaining a fair, inclusive and diverse working environment that values and utilises the contributions of

all. SACFS acknowledges and supports inclusion to the extent to which the diverse mix of people are valued, respected, connected, progressive and coritributing to success.

Role Description Approvals:
I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:	Role Title:
Signature:	Date:

Incumbent Role Acceptance:
I have read and understand the responsibilities and Agency Context

Name:	
Signature:	Date: