



Position Information Description

Title of Role: [–PFAS Program Manager]

Department: [Metropolitan Fire Service and Country Fire Service]

Remuneration Level: [ASO8]

Section: [PFAS Joint-Agency Project]

Type of Appointment: [Term (up to 2 years)]

Position Information Description Approval

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Delegate

South Australian Metropolitan Fire Service (MFS)

The South Australian Metropolitan Fire Service (MFS) Is responsible for protecting the South Australian community from the effects of fire, road crashes, chemical incidents and other emergencies. We are a team of approximately 1,300 operational personnel and corporate professionals serving the Community across 20 metropolitan and 17 regional fire stations.

Our Values



Our Purpose and Mission

We are trusted to protect, empower, and enrich our community.

Our mission is to build a world-class fire and rescue service. We strive to be:

- Responsive
- Collaborative
- Modern
- Agile
- Innovative
- Accountable.





South Australian Country Fire Service (CFS)

The SA Country Fire Service (CFS) is a community-based fire and emergency service dedicated to protecting life, property and environmental assets in rural and semi-rural South Australia. The CFS is a statutory authority reporting to the Minister for Emergency Services. The CFS consists of approximately 13,500 volunteers and 180 career staff. The CFS provides operational support capabilities and personnel to local, interstate and international incidents.

CFS Values

Our shared values confirm our common mission by promoting an agency climate where SA community needs are put first and where teamwork and professionalism of our workforce, help us to attract and retain the best staff. The CFS strive 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

Primary purpose of the role

The PFAS Program Manager is responsible for the provision of project management advice, planning, delivery and monitoring of initiatives and strategic projects to support the management of PFAS within the MFS and CFS.


The role will deliver key initiatives to appropriately manage MFS and CFS sites in response to PFAS including capability development, strategy, policy, engagement and reporting for MFS and CFS.

Reporting/Working Relationships:

Reporting Relationship: Deputy Chief Officer, MFS

Key Relationships/Interactions:

- Communication and Stakeholder Engagement Officer
- PFAS Scientific Officer
- PFAS Senior Policy and Project Officer
- Leadership within the MFS and CFS

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- Staff in the MFS and CFS
 - External Stakeholders
 - Contractors and consultants
 - Unions and Volunteer Associations

Special conditions

- Must adhere to all directions given by the Chief Officer/s.
- Out of hours work will be required throughout the year, depending on operational requirements.
- Intrastate and some interstate travel may be required which may necessitate overnight stays.
- May be required to serve at any South Australian Emergency Services worksite.
- May be required to undertake some out of hours work (time off in lieu provisions apply).
- Must hold a current South Australian driver's licence.
- Will be employed under the conditions governed by the *Fire and Emergency Services Act 2005* and be expected to work in a manner consistent with the Code of Ethics for the South Australia Public Sector.

Statement of key outcomes and associated activities

- Assist in the delivery and community service of a high-quality fire service that responds according to the relevant risk regarding PFAS.
- Develop strong agency partnerships and formalise operational arrangements with other emergency service agencies.
- Lead the delivery of frameworks in response to PFAS risks.
- Lead Service delivery improvement, to improve customer experience, including red tape reduction, operational efficiency to implement business process improvement with the management of PFAS on behalf of the MFS/CFS
- Model and communicate the MFS's position at a State and National level, steering the development and implementation of strategy with MFS as an expert agency in PFAS.
- Develop and implement the strategic objectives for the MFS and CFS, ensuring sustainable long-term change in response to PFAS.
- Lead and collaborate to establish and manage frameworks for risk management, business continuity and internal audit, to ensure they provide relevant and meaningful processes and systems in the response to PFAS management.
- Lead, monitor and evaluate policy, and legislative delegation frameworks advising on and overseeing the review, research and improvement.
- Provide timely and appropriate advice to the MFS and CFS Chief Officer/Chief Executive on the status of strategic and operational issues.

- Manage strategic and politically sensitive issues and identify unresolved and/or emerging issues in areas of responsibility.
- Coordinate and monitor the delivery of project activities, including delivery or delegation of the change work as per agreed plans.
- Define and measure success metrics and monitor change progress.
- Support MFS and CFS leadership in the delivery and management of the project including working with them to maximise the efficiency of internal stakeholder working groups.
- Lead, monitor and evaluate contract management arrangements, including the development and management of procurement documentation and contractor engagement.
- Deliver expert advice to undertake and coordinate the development of communications materials for projects and programs, in conjunction with the other staff to support the implementation of the change and ensure all communication strategies are implemented.
- Contribute to the review of initiative successes through participation in post-implementation reviews and tracking value of project.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role.

Educational qualifications (Essential)	- Qualifications in Project Management, Business or equivalent.
Educational qualifications (Desirable)	- Nil
Technical expertise (Essential)	<ul style="list-style-type: none"> - Significant experience in developing, coordinating and delivering project management initiatives in a complex environment. - Demonstrated knowledge of the standards, tools, methods and processes involved in project management. - Experience in maintaining effective relationships with customers, colleagues, suppliers as well as internal and external stakeholders, including conflict resolution and managing expectations. - Demonstrated high level of analytical skills, attention to detail, and the ability to think laterally and conceptually. - Significant level of interpersonal, negotiation and influencing skills and proven ability to communicate both verbally and in writing with senior leaders and to a wide range of internal and external stakeholders.

	<ul style="list-style-type: none"> - Demonstrated ability to organise workloads effectively in a climate of competing priorities to achieve agreed outcomes and work in a team environment on complex tasks. - Able to assess and lead stakeholder engagement, current/future state impacts, change readiness assessments and measure change sustainability across a large program of work. - Acute business acumen and understanding of organisational issues and challenges. - Demonstrated high level ability to work successfully under broad direction, with limited supervision, set priorities, meet deadlines and adapt to changing operational and strategic requirements. - Demonstrated ability to exercise a significant level of responsibility, decision making, judgement and delegated authority in resolving complex problems in accordance with relevant policies and procedures
<p>Technical expertise - (Desirable)</p>	<ul style="list-style-type: none"> - Relevant change management certification. - Experience working in a matrix management environment. - Experience in Technology/ICT or similar environments. - Detailed knowledge of relevant government policies and their application to Emergency Services Sector.

