



# Position Information Description

**Title of Role: PFAS Senior Policy and Project Officer**

**Department: South Australian Metropolitan Fire Service and SA Country Fire Service**

**Remuneration Level: ASO7**

**Section: PFAS Joint-Agency Project**

**Type of Appointment: Term (up to 2 years)**

## Position Information Description Approval

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23 / 04 / 2026

Jeff Swann – Chief Officer

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 Senior Policy and Project Officer leads projects relating to PFAS investigations and management across the MFS and CFS, applying expertise in project planning, risk management and resource allocation to navigate challenges, optimise outcomes and ensure delivery to the highest quality standards.

The role requires strong project management skills to ensure timely achievement of key deliverable and provision of accurate, relevant information to support informed decision-making.

The role will work collaboratively with key internal staff across agencies and key stakeholders, to provide timely and accurate policy advice and development to management and executives on issues relating to the management of PFAS across the MFS and CFS.

## Reporting/Working Relationships:

**Reporting Relationship:** Program Manager – PFAS

### Key Relationships/Interactions:


- Communication and Stakeholder Engagement Officer
- PFAS Scientific Officer
- Leadership within the MFS and CFS
- Staff in the MFS and CFS



METROPOLITAN  
**FIRE**  
SERVICE  
SOUTH AUSTRALIA



Government  
of South Australia

- 
- External Stakeholders
  - Contractors and consultants
  - Unions and Volunteer Associations

Supervisor Reports to: Deputy Chief Officer

Supervisor's Position: Program Manager – PFAS

Staff Supervised: Nil

### **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**

- Analyse, model and develop options for priority project implementation including scoping the major deliverables of the project and programs.
- Develop and oversee implementation of systems to effectively manage priority projects including systems to monitor the achievement of deliverables and deadlines.
- Proactively identify risks and issues relating to the project as well as any policy or legal implications.
- Undertake research and prepare policy advice, project briefings, and meeting papers in relation to the project.
- Support the evaluation of policy, and legislative delegation frameworks and assist in undertaking review, research and improvement.
- Monitor and evaluate project outcomes, applying lessons learned to inform continuous improvement and future planning.
- Translate insights into actionable strategies, recommendations and evidence-based proposals for senior leadership and decision-makers.
- Support procurement and contract administration processes.
- Develop and maintain positive working relationships and collaborate with team members and a range of internal/external stakeholders.

## Technical Expertise

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

Educational qualifications (Essential)	- Nil
Educational qualifications (Desirable)	- A qualification in project management or equivalent experience.
Technical expertise (Essential)	<ul style="list-style-type: none"> <li>- Demonstrated capabilities in high-level end-to-end project management using contemporary approaches including commissioning, initiating, planning, monitoring and reporting while integrating agile and flexible methodologies.</li> <li>- Ability to manage risks, resources and competing priorities effectively.</li> <li>- Interpret government policy utilising experience to provide concise and relevant advice to address complex, sensitive and or/significant policy issues to a range of stakeholders in writing and verbally.</li> <li>- Demonstrated ability to work under broad direction, exercise high level organisational and time management skills, including the ability to exercise significant judgement in a time-sensitive environment and demonstrated experience in managing systems and processes to facilitate information exchange.</li> <li>- Demonstrated high-level verbal and written communication skills, including the design and development of accurate, clear and detailed project reports, recommendations, briefings, correspondence and other formal and sensitive communications.</li> <li>- Demonstrated experience in successfully building and maintaining relationships with stakeholders in the public sector and external to government.</li> <li>- Proven ability to be a strong team player and to be flexible without compromising on quality.</li> </ul>
Technical expertise (Desirable)	- Nil