



JOB TITLE: REGIONAL TRAINING DELIVERY OFFICER CLASS: CFS Level 3 ROLE NO: DATE: July 2021	ORGANISATION: SA Country Fire Service SECTION: Regional Operations TEAM: RANK: Subject to Rank Assessment
This Role Reports to: Senior Regional Operations Manager	Reporting to this Role: Nil
Primary Purpose of Role: <ul style="list-style-type: none"> • Ensure priority is given to the delivery of training outcomes for volunteers to reduce Brigade training short falls. • Manage the delivery of volunteer training as prescribed by the Standards of Fire and Emergency Cover. • Manage the delivery of approved training outcomes according to the <i>VET Quality Framework</i> and the <i>Standards of Registered Training Organisations (RTOs) 2015</i>. • Lead and manage a team of nationally accredited Trainer Assessors and Group / Brigade Training Coordinators. • Support the Regional Training Officer in the administration of training courses, Regional Training Committee, and development of the Regional Training Calendar. • Ensure the implementation of training standards and plans for volunteer training within the State Training Strategic Plan. • May perform the role of an 'on call' Regional Coordinator / Regional Duty Officer as required and rostered as approved by the Director Operations. • Support or undertake operational roles as required in line with incident management competencies. • Deliver outcomes in line with the CFS Strategic plan as part of a Regional Team as directed by the Regional Commander. • Undertaking of an emergency support or incident management role, via a defined 'operational' on-call roster, with the potential to be re-called under emergency situations, to enable the provision of emergency service activities by CFS to the community. Whilst undertaking such operational roles, personnel will be required to work in emergency situations, which may include day, afternoon, night, or extended shifts. 	
Outcomes: <ul style="list-style-type: none"> • Volunteers across the region are competent in all aspects of the Standards of Fire and Emergency Cover. • Best practice delivery and assessment of firefighting, leadership, and incident management training. • High quality, effective and efficient emergency services responses in the regional environment. • Quality procedures are in place as required of a Registered Training Organisation. • Contribute to Regional Volunteer Committees including the Regional Training Committee and Regional Volunteer Management Committee. 	

<p>Resource Management:</p> <ul style="list-style-type: none"> • Financial management within established policy for purchasing and procurement. • Support the management of training resources within the Region. 	<p>Essential Attributes (Knowledge/Skills/Experience Requirements)</p> <ul style="list-style-type: none"> • Ability to deliver fire competencies from the Public Safety Training Package • Ability to effectively manage projects to meet training needs by establishing clear goals and KPI's. • Ability to communicate effectively in oral and written forms with people at all levels and from a diverse range of backgrounds. • Demonstrated experience consulting and collaborating with a range of people, groups, and agencies to achieve specified outcomes • Knowledge of adult learning and training principles and practice. • Demonstrated ability to deliver outcomes whilst working autonomously • Demonstrated experience in using Microsoft Office products and information management systems • Current certification in <i>HLTAID003 Provide first aid</i>, or equivalent.
<p>Desirable Attributes:</p> <ul style="list-style-type: none"> • Diploma, Degree or Certificate in a relevant discipline such as Education, Training, Public Safety or Volunteer Management. • Experience in a volunteer organisation • Experience in fire service operation • Experience as a Trainer Assessor within a Registered Training Organisation • Experience in working collaboratively within a team environment with a range of people, groups, and agencies to achieve specified outcomes • Knowledge of the Australasian Inter-agency Incident Management System (AIIMS) 	<p>Essential Qualifications:</p> <p><i>TAE40110 Certificate IV in Training and Assessment</i>, or its successor <u>and</u> A current driver's licence.</p>

Key Relationship / Interactions:

- Regional Commander/Operations Manager
- Regional Training Officer
- Volunteers and Regional Committees
- CFS Staff
- State Training Centre Staff
- Staff of emergency services and rural fire management organisations

Key Challenges:

- Delivering training outcomes to diverse volunteer organisation
- Operating in a highly public and politically sensitive environment
- Operating as a Regional Coordinator / Regional Duty Officer and within incident management teams according to competencies and accreditation.

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*, 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 Safety, Wellbeing and Injury Management – A Strategy for the South Australian public sector 2023-2032 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.
- Safety, Wellbeing and Injury Management – A Strategy for the South Australian public sector 2023-2032
- *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 2005* and *Fire and Emergency Services Regulations 2021*.
- 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 Emergency Support and/or Incident Management functions 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* and the SACFS Staff Terms and Conditions Clause 3 Arrangement
- Participate in the agency's emergency support and/or incident management, defined 'operational,' on-call roster.
- 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 (CFS) 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. CFS provides operational support capabilities and personnel to local, interstate and international incidents.

The CFS offers a unique opportunity for its paid workforce to support CFS volunteers in the delivery of emergency services to the community, by providing emergency support for frontline operations and incident management functions. These functions may require staff to be located at the State Commander Centre, Regional Command Centre(s), Incident Control Centre(s) or field-based command points. Frontline operations include the attendance at bushfires, structure fires, hazardous materials incidents, road crash rescues and many other emergency incident types.

The emergency support and incident management functions required by staff include being on a roster which can result in activation across a 7-day period. A standard on-call rostered shift spans a 12-hour period across 7 days and is subject to change, noting they are driven by operational demands, incident complexity and duration. Some roles require staff's immediate response to a change in work location, potentially an airbase, regional command center, or incident management location when on-call, requiring the individual to be located within an hour of the nominated location during this period.

The CFS provides the necessary training and support to all staff to assist them with these opportunities and experiences for growth and development.

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 contributing 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: