



SA FIRE AND EMERGENCY SERVICES COMMISSION

Role Description

JOB TITLE: Senior Policy Officer - Emergency Management CLASS: ASO6 POSITION NO: M51947 DATE: June 2026	ORGANISATION: SA Fire & Emergency Services Commission SECTION: Emergency Management Office TEAM: Emergency Management, Resilience & Risk Reduction
This Role Reports to: Senior Manager, Emergency Management, Resilience & Risk Reduction	Reporting to this Role: Nil
Primary Purpose of Role The Senior Policy Officer will: - Provide high-level policy analysis and support for the development and implementation of emergency management-related programs, policies and initiatives. - Conduct high-level evidence-based research and analysis to advise best practice on a range of emergency management-related issues. - Lead coordination of governance and corporate processes across the team, including drafting parliamentary briefing notes, estimates and Ministerial briefings, and working with subject matter experts within the team and across agencies to deliver high-quality briefing and meeting materials. - Provide secretariat support to state and sector emergency management committees, sub-committees and associated working groups, as required, ensuring effective coordination, documentation, record management and monitoring of actions. - Coordinate and contribute to the preparation of national and state committee briefings, papers and reports, and support intergovernmental relationships and liaison across key forums including but not limited to, Australia-New Zealand Emergency Management Committee (ANZEMC), the National Emergency Management Ministers Meetings (NEMMM) and the State Emergency Management Committee (SEMC). - Coordinate SAFECOM's implementation of PC 007 <i>Climate Ready Government</i> by providing executive officer-level support to the Climate Ready Working Group, including preparing workplans and reports to inform Executive and Board decision-making. - Represent the Emergency Management Office on various inter-agency committees and working groups as required. - Assist with broader SAFECOM Emergency Management business unit priorities, as required, conducive with ASO6 level duties.	
Outcomes - Well informed, evidenced based and timely policy advice, reports and briefings that support effective emergency management, resilience and risk reduction decision-making, policy design and policy implementation. - Effective Secretariat and Executive Officer support that enables state and national emergency management committees and working groups to operate efficiently and effectively. - Contribution towards agency implementation of PC 007 Climate Ready Government and SAFECOM's adherence to respective agency obligations. - Strong collaborative relationships across state, national and inter-agency emergency management networks that support information sharing. - State emergency management strategies, policies and activities that are consistent with national and state frameworks, standards and obligations.	



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Resource Management

- In accordance with HR and Financial delegations

Essential Qualifications

- Nil

Desirable Attributes

- A relevant tertiary qualification
- Comprehensive knowledge of national and state emergency management frameworks and SA's emergency management arrangements.
- Knowledge of the structures, roles and functions of government at local, state and national levels.
- Knowledge of climate change impacts, adaptation principles and climate-related risks, and the intersection with emergency management, resilience and risk-reduction policy.
- Knowledge of the principles of Risk Management including AS/NZS ISO 31000 and the National Emergency Risk Assessment Guidelines

- **Essential Attributes (Knowledge/Skills/Experience Requirements)**
- Experience analysing complex and technical information and translating this into policy advice and program implementation.
- Experience in the development of policy and guidelines.
- Experience in writing high-level briefings, correspondence and other critical documentation related to sensitive and complex issues, in a clear, concise and meaningful manner.
- High-level interpersonal skills with the ability to build effective relationships and to liaise, consult and negotiate on complex and sensitive matters.
- Ability to work autonomously, determine priorities, organise workload and meet competing deadlines using initiative and judgement.
- Experience in providing executive support to high-level committees.
- Proven ability to work collaboratively in a team environment.



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Key Relationships/Interactions

- SAFECOM Emergency Management Office team.
- Chair and membership of the relevant State and National emergency management committees.
- Senior officers in Security, Emergency and Recovery Management, DPC.
- Office of the SA Minister for Emergency Services.
- Senior officers (emergency management) at state, local and Commonwealth government levels.

Key Challenges

- Maintaining knowledge and understanding of contemporary emergency management assurance, risk management, disaster resilience and risk reduction directions.
- Identifying opportunities to promote and progress agreed national and state strategic emergency management directions.
- Balancing diverse views and opinions within collaborative working relationships across the emergency management sector.
- Balancing priorities especially within tight timeframes.
- Supporting and enhancing disaster resilience and risk reduction in SA.



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

WHS & 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.

Special Conditions

- Some inter/intrastate travel, necessitating overnight stays may be required.
- Some out-of-hours work may be required.
- The incumbent may be assigned to another position at this remuneration or equivalent.
- May be required to participate in emergency incident management duties.
- The role will require a National Criminal History Check.

Signature: **Date:**/...../.....
Delegate



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ADDENDUM:

The South Australian Fire and Emergency Services Commission provides support services to the Emergency Service Organisations (“ESOs”) to ensure that the Government’s community safety outcomes for emergency prevention and management are met.

VISION, MISSION AND VALUES

Our Vision

A trusted fire and emergency service sector building safer and more resilient communities.

Our Mission

Delivering first-class, cost-effective emergency management services for South Australia to minimise loss of life and property damage

Our Values

We achieve outcomes through our people.

We do what we do because we believe in our communities.

Our achievements are the result of working together.

We will be judged by what we do rather than what we say.