



JOB TITLE: Regional Operations Fleet Officer CLASS: CFS3 ROLE NO: DATE: September 2024	ORGANISATION: South Australian Country Fire Service SECTION: Operations TEAM: Regional Services and Operations RANK: Subject to rank assessment
This Role Reports to: Regional Operations Manager	Reporting to this Role: Nil
Primary Purpose of Role: - Develop, prepare and deliver Regional based training to staff and volunteers associated with the National Heavy Vehicle Regulator's Chain of Responsibility requirements. - Assist with state level fleet management objectives and outcomes. - Coordinates project plans for vehicle repairs and maintenance, including WH&S requirements, in line with procedures for SACFS regional fleet vehicles. - Co-ordinate maintenance and repairs of SACFS light and heavy regional fleet vehicles including, but not limited to, fire appliances and support vehicles. - Provide an engagement and liaison function to both internal and external stakeholders regarding regional fleet vehicles. - Co-ordinate the inspection scheduling, and subsequent vehicle movements, to and from approved fleet service providers.	
Outcomes: - Quality Chain of Responsibility training is delivered. - Efficient and effective management of SACFS regional fleet vehicle inspections in line with the National Heavy Vehicle Regulator's legislative obligations. - Regional fleet vehicles are scheduled for required inspections in a timely and coordinated manner. - SACFS regional fleet vehicles are serviced per Agency servicing regime and is monitored, reviewed and audited. - Ensure maintenance and repairs to SACFS regional fleet vehicles is undertaken in a timely manner. - Efficient and effective document and record management processes are established and maintained for regional fleet vehicles. - Positive relationships are built with SACFS volunteers, staff and fleet service providers, ensuring the delivery of regional fleet servicing and repairs - Identify, contribute to work practice reviews and recommendations for continuous improvements, including emerging issues.	



Resource Management: • Financial management within established policy for purchasing and procurement. • As per delegations	Essential Attributes (Knowledge/Skills/Experience Requirements) • Sound knowledge of National Heavy Vehicle Regulator maintenance and repair requirements. • Experience in fleet management and light and heavy fleet vehicle maintenance and servicing standards. • Demonstrated experience in coordinating and delivering projects to meet timeframes including working as part of a team engaged in large and complex projects with multiple stakeholders. • Experience in the coordination and delivery of non-accredited training material. • Proven communication and negotiation skills to develop effective relationships with a broad range of stakeholders, both internal and external, to ensure fleet vehicles are maintained to required standards. • Experience in the use of databases, data entry and financial spreadsheets and the interpretation of data.
Desirable Attributes: • Understanding of the National Heavy Vehicle Regulator Chain of Responsibility obligations. • Understanding of SACFS regional fleet vehicle requirements and how they are used in a volunteer emergency services environment. • Experience working with volunteers in an emergency services context. • Experience in procurement and purchasing • Experience working in roles under the Australasian Inter-Service Incident Management System (AIIMS) structure. • Knowledge of maintaining and repairing diesel engines and automotive electrical systems.	Essential Qualifications: • Current Medium rigid Driver's License (unrestricted).

Key Relationship / Interactions: Internal” • Reports to the Regional Operations Manager. • Works closely with regional and state staff of Operational Infrastructure and Logistics • Liaises with and coordinates regional fleet vehicle maintenance and repairs related requirements and outcomes with SACFS personnel (staff and volunteers) • Represents SACFS at meetings when required External: • Develops and maintains effective relationships with suppliers/contractors.	Key Challenges: • Operating in a time pressured environment. • Operating with minimal supervision or direction. • Working in harmony with volunteer stakeholders to achieve organisational objectives. • Frequent intra-region travel, occasional inter-region and interstate travel.
Employment Conditions: Employment conditions will be governed by the <i>Fire and Emergency Services Act 2005 (SA)</i>, the <i>Public Sector Act (2009)</i>, the <i>South Australian Public Sector Enterprise Agreement: Salaried 2021</i>, the <i>S.A. Public Sector Salaried Employees Interim Award</i> and any other applicable legislation. The incumbent will be expected to work in a manner consistent with the <i>Code of Ethics for the South Australian Public Sector</i>, 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 <i>Performance Review and Development Program</i> 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: