



VOLUNTEER ROLE SPECIFIC STATEMENT

Role Title: **FIRST OFFICER**

YOUR OPPORTUNITY:

You will have the opportunity to lead your rural fire brigade in all operational aspects. This is to ensure your brigade is run effectively and your brigade's operational objectives are attained.

PEOPLE WHO ARE PERFORMING THE ROLE SHOULD BE:

- Community minded.
- Able to work well with other people as part of a team.
- Able to achieve results.
- Willingness to develop a positive culture in your Rural Fire Brigade.

ARE YOU THE RIGHT PERSON FOR THE ROLE?

Mandatory Requirements:

- Eligible to apply for, or hold a Blue Card.
- An Australian Citizen or Resident, or working legally in Australia.

Highly Desirable Requirements:

- You need to have time available to adequately perform all of the functions of the role.
- Ideally you have been an active operational firefighter member of the brigade for at least two years.
- You need to have a genuine interest in voluntary community work in general and the objectives of the brigade in particular.
- You need to have the ability to make decisions on principles rather than on personalities and be skilled in resolving conflict.
- You need to be able to demonstrate to other brigade members that you have the personal integrity to deal properly with any potential conflicts of interest.
- You need to be respected within the community.
- You need to possess a good level of physical fitness.
- You will need to have completed the training for First Officers as described in the Volunteer Learning and Development Framework.

YOUR DUTIES AND RESPONSIBILITIES:

- Provide direction and leadership during brigade operations.
- Ensure the safety of your brigade members and firefighters.
- Ensure that all brigade equipment including appliances, slip-on units and trailer units are in the appropriate location and are in operational condition.
- Ensure that brigade members have the skills or have access to training for tasks that they perform.
- Strive to continually improve the brigades operational functioning.
- Represent the brigade at official functions.
- Ensure the income and property of the brigade is used solely in promoting the brigade's objective and not for the benefit of individual members.

ADDITIONAL INFORMATION ABOUT THE ROLE:

- The First Officer is part of the Brigade Management Committee, along with the Chairperson, Secretary and Treasurer.
- The First Officer is elected by the brigade members at an annual or biennial general meeting or at a special meeting in the case of a casual vacancy.
- Ideally the First Officer should have completed all training requirements for the First Officer position, as outlined in Volunteer Learning and Development Framework, prior to accepting any nomination for the role.



- The First Officer should hold the position for a period of two years and is eligible for re-election.
- The First Officer should familiarise themselves with and follow the standards contained within the Code of Conduct for staff and volunteers.

HUMAN RIGHTS STATEMENT:

- The details provided within this role description is compatible with QFES' obligations in relation to the *Human Rights Act 2019* (HRA).