



Role Specifications Statement

Area Director (FSINS) Rural Fire Service

Purpose of specific work area and position

Rural Fire Service (RFS) are bushfire experts, they lead and manage a range of operational and organisational functions that are principally directed in supporting approximately 33,000 volunteers and rural fire brigades who provide fire management, mitigation and response services for rural and semi-rural communities and some urban fringe areas across the state. In addition to responding to fires and supporting of other brigades and emergency services, including assisting during emergency disasters, volunteer brigades undertake a range of planning and preparation activities to ensure communities are well prepared for the bushfire season. This includes community education, hazard reduction and mitigation activities to reduce the risk from fire to people and property. The Permit to Light Fire system, ensures the controlled use of fire in the landscape across the state is largely implemented by volunteer fire wardens.

The position of Area Director, RFS is responsible for managing the efficiency and effectiveness of human resources, finances and assets of the Area in accordance with departmental policy and procedures to provide high quality support to staff,volunteers and Rural Fire Brigades. They respond to large scale rural fires and other emergency incidents, providing on site command and direct operations in accordance with QFES legislative requirements or be a member of the Incident Control Centre as directed by the regional manager, RFS.

We are seeking Expressions of Interest from QFES, Rural Fire Service (RFS) staff or volunteers in conjunction with the current generic Inspector, RFS role description. (*see additional information below*).

Highly desirable requirements

- Can demonstrate an ability to communicate effectively with a wide range of stakeholders from rural and near rural communities.

Primary duties

In addition to the generic RFS Inspector role description, the purpose of the Regional RFS and the Area Director includes but is not limited to:

- Manage the effectiveness of the Area team in providing high quality support and training to its volunteers/staff and address grievances in accordance with departmental policy and guidelines.
- Manage the the effectiveness of the Area team in providing high quality direction,support and guidance.
- Appropriate trained applicants may be required to undertake responsibilities as a Chief Fire Warden for the Area including the management and support to fire wardens.
- Manage organisational change through consultation and discussion with staff, volunteers, the community and other stakeholders.
- Provide advice and assistance to brigades/volunteers in relation to facility management including the construction, maintenance and acquisition of brigade assets and capital works.
- Ensure organisational data bases and records management systems (e.g. OMS, SHE, Nexus, Aurion etc.) are managed and updated as required thereby ensuring accurate reporting.
- Attend Rural Fire Brigade and/or Group functions such as AGM's and other special functions as required.
- Be a lead/facilitate Area Fire Management Groups, Area Consultative Groups, Volunteer Community Educator forums and be an active member of the Senior Leadership Team within the region.

Additional information

- Hold the rank of substantive Inspector, RFS, however Rural Officer Two (RFSO2) with the appropriate skills and knowledge are are encouraged to apply.
- Volunteers and external parties with appropriate skills are highly encouraged to apply, noting that they **may** be asked to provide additional information to satisfy internal policies.

- Have a proven commitment to maintaining bushfire competencies and operating in a regional team environment.
- Incumbants may be required to travel and work within their area of responsibility and may also be required to undertake intrastate and/or interstate deployment and travel.
- This is a day work position, yet may require flexible hours of work to meet functional demands, including working at night on weekends as part of the role.
- Incumbants appointed to this position will participate in a personal professional development programme developed in conjunction with their supervisor.
- Incumbants must have proven commitment to maintaining competencies and operating in a team environment.
- Those appointed to a role within the QDMA framework will undertake appropriate regularly training, so as to maintain your role within QFES as a member of any QDMA appointed position.
- This Role Specification Statement (RSS) is linked to the generic role description, that provides the 'key accountabilities' and 'capabilities' to be addressed by the applicant. Applicants are strongly encouraged to review this RSS in conjunction with the role description and consider the requirements when preparing their application.

Want more information?

Please contact **Name, Position, Unit** on Phone 07 **Enter Here** or email **Enter Here**. You can also visit our website at www.qfes.qld.gov.au to find out more about our organisation.

HOW TO APPLY - Please refer to the [QFES Application Guide](#) for information on how to apply for this role.

Please refer to the generic [Inspector – Rural Fire Service](#) role description.