



Role Specifications Statement

Area Training and Support Officer (RFSO2) 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.

Reporting to the Area Director for the region. You will be responsible for initiating, undertaking and evaluating training programs in a geographic area in accordance with the annual training plan while ensuring compliance with the Registered Training Organisation (RTO) and QFES audit requirements are met.

You will also have a champion role within the Region where by you have a responsibility in the delivery of services in a capability that supports Rural Brigades.

We are seeking Expressions of Interest from Rural Fire Service staff or volunteers in conjunction with the current generic Rural Officer Two (RFSO2) 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.

Special requirements:

- In order to be appointed within the RFS stream, applicants will be required to meet all provisions as set out in the relevant generic operational role description.

Primary duties

In addition to the generic RFS RFSO2 role description, the purpose of the Area Training and Support Officer (ATSO) position includes but is not limited to:

- Motivate a diverse workforce, inclusive of volunteers members, and Fire Wardens to develop their full potential, thereby advancing the diversity agenda, improving workforce morale and improving the effectiveness of operational teams to support the community.
- Negotiate, consult and maintain effective relationships with internal and external stakeholders to assist with response planning, risk mitigation and education requirements to support communities to prepare and respond to emergency events.
- Provide advice, guidance and input for operational and strategic plans, training plans and matters of fire management in a rural context.
- Assist in the management of the operations including undertaking operational duties as required to ensure deadlines are met.
- Ensure all departmental and government legislative, policy and procedural requirements appropriate to the position including training and RTO responsibilities are applied.
- Ensure the effective delivery of services through the best utilisation of human, financial and capital resources in accordance with government and QFES operational and administrative policies, procedures and processes.

Additional Information

- Hold the rank of substantive Rural Officer Two (RFSO2), RFS, however Rural Officer One (RFSO1) with the appropriate skills and knowledge 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.
- Applicants will:
 - have proven commitment to maintaining competencies and operating in a team environment.
 - capacity to participate out of hours (i.e. night or weekends) shift roster during disaster operations.
- Thorough knowledge of the concepts, strategies and issues associated with managing rural fire services, particularly in a volunteer environment and have a sound knowledge of and ability to provide operational leadership at emergency situations utilising the AIIMS/IMS methodology.
- Have a proven commitment to maintaining bushfire competencies and operating in a 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.
- Officers appointed to this position will participate in a personal professional development program in conjunction with their supervisor.
- Those appointed to a role within the Queensland Disaster Management Arrangements (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 [Rural Officer Two \(RFSO2\)](#) Rural Fire Service role description.