



Role Specifications Statement

Bushfire Safety Officer (RFSO2) Bushfire Mitigation – Rural Fire Service

Purpose of specific work area and position

The Office of Bushfire Mitigation is responsible for the statewide strategic management, promotion and expansion of preventative bushfire mitigation strategies, fire prevention, planning and education programs, including to maintain effective working relationship with the Fire Warden Network, Fire Management Groups, Interdepartmental Committee for Bushfires and public and private sector stakeholder groups.

Bushfire Safety Officers are responsible for managing and supporting the bushfire network and the overall focus is to enhance bushfire hazard mitigation within their respective regions, this is achieved through: enabling the use of fire in the landscape; support to fire management groups; volunteer community educators; fire wardens and brigades; and enhancing community engagement so they can better understand their bushfire risk, as well as provide initial and ongoing training, and promotion of how to PREPARE ACT SURVIVE and other education packages to assist communities with bushfire mitigation strategies and planning.

Reporting to the Inspector Bushfire Mitigation within the state office/region you may be required to act as a Fire Warden and deliver accurate explanation of legislation and policy regarding permits to light fires and bushfire mitigation and provide high quality support to volunteers to build and develop volunteer capability and sustainability in accordance with departmental strategic plans.

You will also be required to assist in the delivery of relevant community safety strategies to ensure a coordinated approach to bushfire mitigation, including to develop partnerships with regional staff and external agencies such as Department of Natural Resources, Mines and Energy team members and local government representatives to help raise community awareness regarding risk reduction in fire prevention.

Your role will be the key conduct for assisting Area Fire management Groups, Regional Stakeholders analysis potential bushfire risks that have potential to impact a community. Your role is one of coordination and engagement.

We are seeking Expressions of Interest from QFES Rural Fire Service (RFS) staff or volunteers in conjunction with the current generic Rural Officer Two (RFSO2) role description. (see *additional information below*).

Mandatory requirements

- Must meet the mandatory requirements as outlined in the generic RFSO2 role description.

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 RFSO2, RFS role description, the purpose of the Bushfire Safety Officer, Bushfire Mitigation position includes but is not limited to:

- Support coordination and delivery of bushfire mitigation activities by brigades and partners to enhance bushfire preparedness including education and engagement activities.
- Provide advice, guidance and input for the development and implementation of bushfire risk mitigation plans and strategies.
- Provide secretariat support to relevant bushfire committees, working groups and the Area Fire Management Group by preparing agendas, recording, minutes and follow up actions and decisions.
- Coordinate reporting outcomes on fire management plans produced and developed and ensure regional capability planning and operations are coordinated and managed within each region.
- Support collection of data for field intelligence (e.g. fuel assessments, site inspections) to understand bushfire risk and mitigation planning strategies.
- Undertake bushfire investigations and compliance and assist in the management of community complaints.

- Provide advice and support to the fire warden network regarding the interaction between Permits to Light Fire and other legislation affecting vegetation management or bushfire mitigation issues.
- Undertake risk assessments and evaluate their effectiveness in response to bushfire risk management, property risk management and fire prevention planning for communities.

Additional information

- Hold the rank of substantive RFSO2, RFS, however Rural Officer One with appropriate skills are encouraged to apply.
- Volunteers and external parties with appropriate skills are highly encouraged to apply.
- Have proven commitment to maintaining competencies/skills or receive specialist training, and operate in a team environment.
- Incumbent's will be required to travel and work within the area of responsibility and may also be required to undertake intrastate, interstate deployment travel as required.
- This position works a 304 hour in an eight week cycle and depending on regional requirements may require flexible hours of work to meet functional demands, including working at night and/or weekends as part of the role.
- Officers appointed to this position will participate in a personal professional development programme developed in conjunction with their supervisor.
- 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 \(RFSO2\)](#) role description.