



Role Specifications Statement

Training Resource Officer (RO2) Volunteer Emergency Services Training

Purpose of specific work area and position

The School of Fire and Emergency Services oversees/supports the strategic direction of operational staff and volunteer's education, training and skills development to ensure that Queensland Fire and Emergency Services (QFES) operational personnel compare with the best in the world.

Volunteer Emergency Services Training focuses on providing high quality training and development products and services to emergency service volunteers, including Rural Fire Service (RFS) and State Emergency Service.

Reporting to the Executive Manager, you will be a key member of the team responsible for assisting to maintain a high level of competency based training for QFES staff and volunteers. This includes development of flexible training resources for field based trainers ensuring Registered Training Organisation (RTO) and QFES audit requirements are met.

We are seeking Expressions of Interest in conjunction with the generic Rural Officer Two (RO2) role description. (see *additional information below*).

Highly desirable requirements

- Demonstrated ability to manage competing priorities and provide good organisational and planning skills.

Primary duties

In addition to the generic RO2, RFS role description, the purpose of the Training Resource Officer includes but is not limited to:

- Engage with the QFES RTO to implement and maintain the recognition of prior learning process for the alignment of skills to national competencies for QFES staff and volunteers.
- Develop, deliver and evaluate, training courses and associated leadership requirements in accordance with departmental systems and volunteer learning development frameworks.
- Support the development and publishing of innovative training manuals, flexible learning options and resources to be used by staff and volunteer trainers.
- Lead the provision of advice to regional training personnel to ensure training is delivered in the most effective method within the policy and procedural requirements of the RTO.
- Liaise with, support and mentor area staff and volunteers to ensure resource delivery is of the highest quality.
- Assist where directed as an active member of Incident Management Teams and support emergency operations, before, during and after incidents and events.

Additional information

- Hold the substantive operational rank of RO2, RFS however, Rural Officer One with appropriate skills 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.
- Incumbent's may be required to travel and work within their area of responsibility and may also be required to undertake intrastate, 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 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.
- Have proven commitment to maintaining competencies and operating in a team environment and will actively participate in an 'On-Call' roster system as required.

- 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 \(RO2\)](#) Rural Fire Service role description.