

1.0 Position Details	
Position Title	Bushfire Risk Mitigation Coordinator
Employment Type	Full Time Contract – 3 Years up to 30 June 2027
Work Schedule	76 hours per fortnight
Reporting to	Chief Executive Officer
Department	Office of the CEO
Location	Shire Administration Offices – 11-13 Waldeck Street, Dongara, WA, 6525
Supervision	N/A
Internal Relationships	Bushfire Risk Management Officer (BRMO) CESM Department of Fire and Emergency Services (DFES) and staff Councillors, Management and employees
External Relationships	Volunteer Emergency Services Groups including Bush Fire Brigades and State Emergency Services units, Residents, rate payers and the general public; Community groups, Government agencies Private Industries Contractors, Service suppliers.
Extent of Authority	Authorisation(s) is issued by the Chief Executive Officer. Authorisations are made in accordance with the <i>Bush Fires Act 1954</i> ; Bush Fire Regulations; Fire and Emergency Services legislation and State Emergency Management Committee and compliance with all other written laws applicable to the authorisations.
2.0 Position Objective	
<ul style="list-style-type: none"> ▪ The Bushfire Risk Mitigation Coordinator (BRMC) is responsible for developing and implementing local government bushfire treatment programs. The BRMC works closely with relevant stakeholders to identify and prioritise mitigation activities within designated local governments and ensures treatment plans are effectively planned, completed, and evaluated. ▪ Support and promote DFES's 2020-24 Strategic Plan of Vision: All Western Australian working together for a safer State Purpose: To achieve a safer Western Australia by enabling and protecting the community before, during and after emergencies 	

3.0 Position Specific Tasks and Activities		
KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Mitigation Planning	<ul style="list-style-type: none"> Review local government(s) bushfire risks to determine treatment priorities, including Annual Scheduled Treatment Plan and 3-year Indicative Treatment Plan. 	<ul style="list-style-type: none"> Identify, prioritise and propose treatment activities for the following 36 months (ASTP + 36 months).
	<ul style="list-style-type: none"> Liaise with DFES' BRMO, CESH (where appointed) and other relevant stakeholders to confirm and document appropriate treatment strategies for LG bushfire risks within the BRM Plan. 	<ul style="list-style-type: none"> quarterly (September, December, March & June) and to ensure objectives and deliverables are achieved.
	<ul style="list-style-type: none"> Prepare, submit and manage Mitigation Activity Fund Grants Program applications to support the provision of funds required to implement LG treatment programs. 	<ul style="list-style-type: none"> Application submitted to DFES BMB. Invoices submitted & Grant Agreement executed
	<ul style="list-style-type: none"> Prepare and obtain approval of planned burning prescriptions, and other necessary applications/permits, that are required to implement mitigation activities. 	<ul style="list-style-type: none"> Identify, prioritise and schedule 12 months of treatment activities for each Shires' mitigation program annually by August.
Mitigation Implementation and Evaluation	<ul style="list-style-type: none"> Manage contractors to ensure the agreed mitigation works are performed on time, within budget and to the required standards. 	<ul style="list-style-type: none"> Deliverables are to the required standards and within budget.
	<ul style="list-style-type: none"> Perform risk re-assessments following the completion of treatment activities and ensure risk assessments have been completed using the current BRM methodology. 	<ul style="list-style-type: none"> All relevant BRM data entered into BRMS. TPRS reviewed by BRMC, BRMO & DFES BMB.
	<ul style="list-style-type: none"> Inform relevant stakeholders of the status of treatment activities and escalate, to DFES' BRMO, all risks and issues that may prevent the successful completion of mitigation works. 	<ul style="list-style-type: none"> Attendance at MAFGP Assurance Review
	<ul style="list-style-type: none"> Manage the acquittal of all BRM grant applications, including the MAFGP, in accordance with the relevant grants program. 	<ul style="list-style-type: none"> Acquittal report signed by DFES Regional Superintendent and LG CEO and finalised by DFES BRMB.
	<ul style="list-style-type: none"> According to experience and availability, facilitate implementation of prescribed burns with LG staff and volunteers 	<ul style="list-style-type: none"> BRMC to liaise with CESH, District Officer & BRMO on identified Strategic Protection Burns annually.

	<ul style="list-style-type: none"> Ensure all BRM data, relevant to local government(s) Annual Scheduled Treatment Plan and 3-year Indicative Treatment Plan is captured in DFES' Bushfire Risk Management System (BRMS). 	<ul style="list-style-type: none"> All treatment data entered into BRMS. 3-Year Indicative Treatment Plan created, reviewed and approved by BRMC & BRMO.
Other	<ul style="list-style-type: none"> Liaise with DFES' BRMO, and other landholders, to support the effective implementation of "tenure-blind" mitigation programs. 	<ul style="list-style-type: none"> Annually as required.
	<ul style="list-style-type: none"> Complete reports and other requests for BRM information, as required, within established timeframes. 	<ul style="list-style-type: none"> Annual report to CEO/Council and DFES BRMO 30 June each year.
	<ul style="list-style-type: none"> Provide BRM training, where appropriate, to LG staff and volunteers. 	<ul style="list-style-type: none"> As required.
	<ul style="list-style-type: none"> Present relevant LG mitigation programs at BFAC. 	<p>Twice yearly as per shire BFAC schedule.</p>
	<ul style="list-style-type: none"> Arrangements for the BRMC to attend bushfires within their jurisdiction are to be discussed and confirmed between the relevant LG, BRMC and DFES region. 	<ul style="list-style-type: none"> Identify and prioritise mitigation activities within designated Shires' and ensures treatment plans are effectively planned, delivered and evaluated.

4.0 General Position Requirements	
Ethical Behaviour	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
Work Health and Safety	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
Risk Management	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Human Resource and Leadership	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
Records Management	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
Strategic Vision	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
Values we are committed to	Creates and maintains a positive working environment while upholding the Shire's values of: <div style="text-align: center;">  <p>innovation accountability integrity respect</p> </div>

5.0 Behavioural Competencies	
VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
Innovation	<p>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</p> <ul style="list-style-type: none"> ▪ I look for better ways of doing things. ▪ I am open to feedback and change ▪ I encourage and embrace new ideas ▪ I foster creativity and think outside of the box ▪ I am solution focused.
Accountability	<p>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</p> <ul style="list-style-type: none"> ▪ I lead by example ▪ I learn from my mistakes ▪ I am responsible for my actions ▪ I am committed to achieving my goals ▪ I acknowledge positive behaviour and successes
Integrity	<p>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</p> <ul style="list-style-type: none"> ▪ I am fair and consistent ▪ I am honest, trustworthy and reliable ▪ I effectively and actively communicate ▪ I conduct myself in a professional manner ▪ I am loyal and committed to the organisation
Respect	<p>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</p> <ul style="list-style-type: none"> ▪ I am considerate of the needs of others ▪ I genuinely listen when others communicate ▪ I respect the roles and opinions of others ▪ I treat others how I wish to be treated ▪ I support, help and encourage my colleagues

6.0 Skills, Experience and Qualifications

SELECTION CRITERIA – ESSENTIAL REQUIREMENTS

Mandatory Pre-Requisite

- Australian citizenship (birth certificate or current passport) or Permanent Residency of Australia as defined in the *Migration Act 1958* or a Special Category Visa Holder (New Zealand citizen)
- Hold or able to obtain a National Police Clearance (less than 6 months old).
- Current unrestricted C class Western Australia drivers' licence.
- Availability to work after hours including overtime and on-call as required (including weekends).

Knowledge and skills

Essential

- Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk.
- Demonstrated experience in applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and biodiversity.
- Demonstrated conceptual, analytical and problem-solving skills.
- Understanding and experience in the application of risk management principles.
- Well-developed communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders including contractors, government officers, industry and private landowners.
- Proven ability to plan, prioritise and organise workloads to meet agreed timeframes
- Proven experience working with ICT based systems including ability to effectively perform data entry, analysis and reporting.

Desirable

- Experience in rural fire management including planned burning and firefighting, with an understanding of the principles of bushfire behaviour and suppression activities.
- Experience applying and managing external grants and funding.
- Knowledge and understanding of DFES' Bushfire Risk Management System.
- Experience in managing projects

Note: This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

ACCEPTANCE AND AGREEMENT

I, *the undersigned* agree to undertake all duties in accordance with the Shire of Irwin's Employee Code of Conduct, Policies/Procedures and relevant legislation and accept the responsibility to undertake the statement of duties, and other requirements as detailed in this document.

I understand and accept this position description may be subject to change as required and any change of duties shall be discussed with the undersigned.

Name:	
Signature:	
Acceptance Date:	
Review Date:	April 2024

