

Role Description

Bushfire Specialist



Title	Bushfire Specialist
Classification/Grade/Band	Band 3 Level 3
Group/Unit/Section	Water and Sewer / Headworks and Treatment / Treatment Plants and Catchments / Dams and Catchments
Reports to	Process Engineer Dams and Catchments

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Positive and Be Safe. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Bushfire Specialist is responsible for the development, planning and delivery of bushfire management for critical infrastructure in Water and Sewer.

The position of Bushfire Specialist is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Developing, implementing and maintaining strategic plans, plans of management, programs, policies and procedures relating to bushfire risk management;



- Responding to requests from the community, Council and the NSW Rural Fire Service to assess and mitigate bushfire risk of Water and Sewer assets and land;
- Seeking and managing funding opportunities for bush fire management and fire trail improvements;
- Preparing and implementing operational works and maintenance of bushfire prone areas within the catchment, critical assets and the broader network, with the main focus being critical infrastructure protection;
- Undertaking environmental assessments for bushfire related activities of Water and Sewer land;
- Preparing, coordinating and reporting on the Water and Sewer annual hazard reduction program in consultation with the NSW Rural Fire Service and relevant sections of Council;
- Preparing and implementing promotional and community education projects and programs relating to the management of bushfire risk of Council land;
- Represent Council on specialist committees and Central Coast Bushfire Management Committee working groups as appropriate to the role;
- Provide specialist technical advice to Senior Management and relevant stakeholders that support strategic or operational initiatives in addressing bush fire risk management activities;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Bushfire Specialist may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
- Decisions affect the work and activities across a major function or a number of Units;



- The work of the Bushfire Specialist influences a number of separate community groups through policy application and development.
- The job Bushfire Specialist is involved in the development and maintenance of appropriate safety or other standards, or provides instruction and/or training concerning such standards
- Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials;
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.



Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

QUALIFICATIONS

Essential

- Degree qualification in Natural Sciences, Bushfire, Natural Resource Management or a related field and / or extensive demonstrated experience in Natural Environment, Bushland Conservation and Management and Bushfire Planning and Management or related field



OR demonstrated solid contemporary experience in natural resource management and bushfire management, combined with ongoing professional development;

- Current Senior First Aid Certificate;
- Current Class C Driver's Licence;
- Valid Construction General Induction card – SafeWork NSW or equivalent.

Desirable

- NSW Rural Fire Service Crew Leader qualifications or equivalent.

EXPERIENCE

- Significant experience in planning and coordinating the implementation of bushfire management programs including the preparation of works programs, budgets, action plans, correspondence and reports;
- Demonstrated understanding of Council's obligations under relevant legislation including the Rural Fires Act, Local Government Act and Environmental Planning and Assessment Act and experience in developing and implementing procedures to ensure that obligations are met;
- Demonstrated experience in the assessment of bushfire hazards and the planning and implementation of prescribed burns and mechanical fire mitigation activities including the completion of environmental and occupational health and safety assessments;
- Demonstrated understanding of the role of fire in Australian ecosystems and the risk that fire presents at the urban interface;
- Demonstrated highly developed oral and written communication skills including an ability to prepare reports, correspondence, review policies and procedures, and communicate effectively with stakeholders
- Demonstrated experience in developing and implementing educational, training and promotional activities relating to bushfire management;
- Demonstrated ability to manage several projects and tasks simultaneously and to effectively prioritise workload to achieve outcomes;



- Demonstrated experience in applying for and managing external grants.

Key Relationships

Internal	External
Leadership Team	Community
Unit Managers	State and Federal Government Agencies
Council employees	Industry representatives and associations
	Vendors

