

Community Fire Officer

Role purpose

To develop, implement and evaluate a range of programs, activities and engagements to support land owners, residents and the community in Greater Hobart to plan for bushfires and emergency events utilising a property protection approach.

Role overview

EA and Classification	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 3
Position Description Number	9844
Number of direct reports	0
Responsible for total staff	0
Delegations and Authority	None
Budget level	Purchasing Card
Division, Unit, Team	Connected City Division, Community Programs Unit, Resilience Program
Immediate Manager	Project Manager Bushfire Resilience (9863)



Role accountabilities Key result areas

Strategic

- In collaboration with the Greater Hobart Councils and the University of Tasmania, support the development of localised Community Resilience Plans and a Greater Hobart Resilience Plan, as outputs, based on the learnings from the project.

Corporate

- Support the delivery of all projects with consideration of risk management and workplace health and safety measures to ensure that all activities operate within defined guidelines.
- Promote the values and work undertaken by the City of Hobart to address bushfire risk to the City and to the community.
- Deliver high quality presentations and written products, including strategy documents etc. in line with the grant submission.

Unit

- Using a property, street and suburb approach, work directly with six communities across two local government areas to increase their resilience to bushfire through the delivery of activities, examples and advice that builds capacity to prepare themselves and their properties to improve bushfire survival.
- Using the principles in the Australian Disaster Resilience Handbook – Community Engagement for Disaster Resilience, work with community to co-design projects in each location to meet and respond to the localised needs and conditions that deliver improved resilience at a fine scale.
- In conjunction with the Project Manager Bushfire Resilience, utilise current best practice and tools to provide advice and demonstration sites to empower residents to better prepare themselves and their properties for the impact of bushfire.
- Work collaboratively across the Bushland, Biodiversity and Waterways Unit and the staff involved in the project from the Community Programs Unit to ensure delivery of the project in accordance with the detailed grant submission to the Preparing Australian Communities – Local Stream fund.
- Other tasks and duties that are within the scope of the employee's knowledge, skill, competence and training.

Leadership

- Work with the project team to coordinate advice to external community groups to form networks and promote resilience projects.
- Identify community leaders and champions and undertake and work to grow their skills and maximise their contribution to community resilience in their suburb.

Professional advice

- Nil

Qualifications, licences and competencies

Essential

- Diploma level or higher qualification in Natural Area Management, Project Management, Communications or similar, coupled with experience in bushfire planning, disaster resilience or community resilience planning; or demonstrated practical competence acquired through a number of years of experience in a relevant role.
- Experience in risk assessment relating to bushfire impact.
- Current Registration to Work with Vulnerable People.
- Current Drivers Licence.

Desirable

- Nil

Selection criteria

Knowledge and experience

1. Comprehensive knowledge of contemporary bushfire risk management with ability to apply this knowledge to the needs, issues and aspirations of the Hobart community.
2. Demonstrated experience in working collaboratively with the community in regards to bushfire preparedness and mitigation or disaster resilience; or demonstrated practical competence acquired through a number of years of experience in a relevant role.

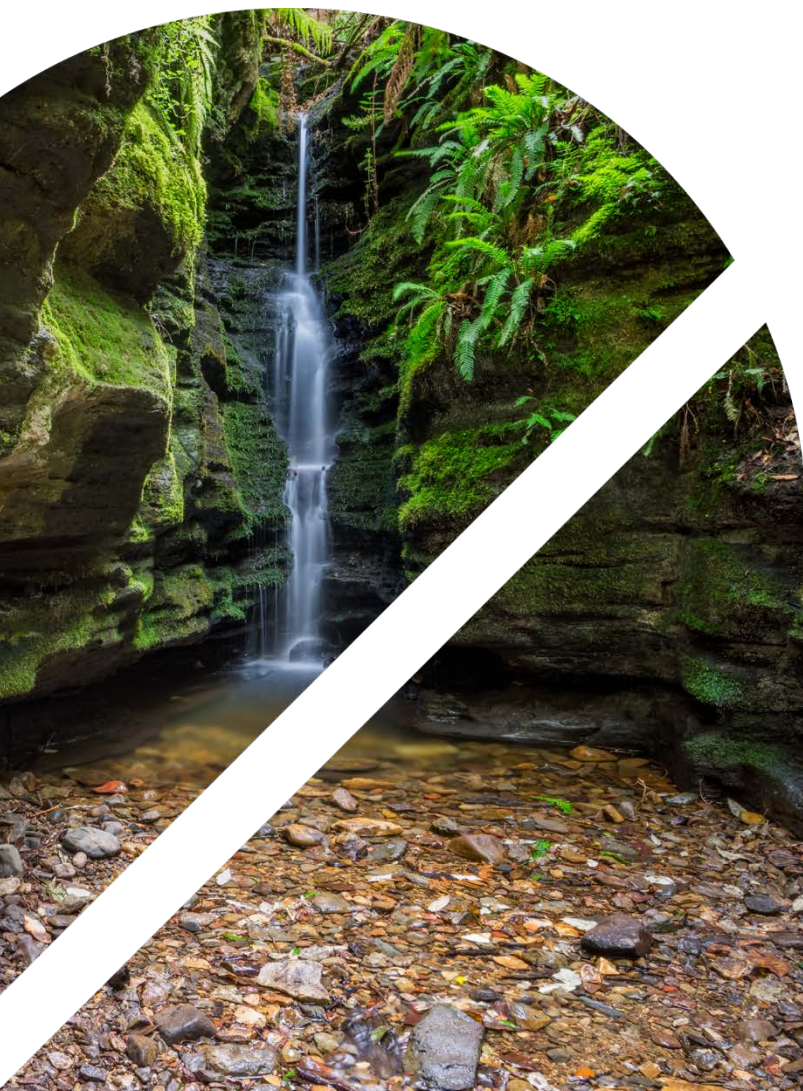
Skills and competencies

3. Well-developed written communication skills, including the ability to prepare detailed Council reports, correspondence and strategic documents.
4. Highly developed interpersonal skills and the ability to communicate and build relationships effectively with a wide range of stakeholders.

5. Demonstrated program and project management skills with well-developed organisational skills, including the ability to prioritise and achieve set goals and meet deadlines.

Behavioural competencies

6. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



Behavioural Competency Framework

Our Values

People

Care about people – our community, customers and colleagues.

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

Focus and Direction

Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

Behavioural Competency Framework

Our Values

Creativity and Innovation

Embrace new approaches and continuously improve to achieve better outcomes for our community.

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

Accountability

Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.



Behavioural Competency Framework

Operational

Safe working practices

Maintain a safe working environment.

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

Policies and procedures

Comply at all times with policy and protocol requirements.

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

Legislative framework

Works within legislative framework.

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

Risk management

Take a risk management approach.

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

Judgement

Identifies and acts on issues and develops quality solutions, setting high standards of decision making.

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – High Risk
3. Evidence of vaccination against COVID-19 or hold an approved exemption from the City

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The Registration to Work with Vulnerable People Act 2013 requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014.

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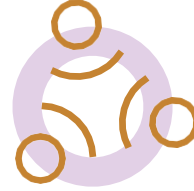
Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



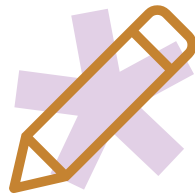
Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



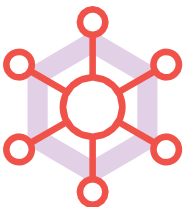
Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.



City of HOBART