

# POSITION DESCRIPTION

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| **Position Title** | Municipal Fire Prevention Officer |
| **Position No.** | 701 |
| **Position Status** | Permanent Full-Time |
| **Business Unit** | Community and Culture |
| **Division** | Community and Culture |
| **Classification** | Band 6  Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| **Date Approved** | February 2018 |
| **Approved By** | General Manager Community and Culture |

**WELLINGTON SHIRE COUNCIL VALUES**

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| **Cooperation** | Working together, teamwork, collaboration and being solution-oriented. |
| **Integrity** | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| **Balance** | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| **Professionalism** | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |

**POSITION OBJECTIVE**

The role of the Municipal Fire Prevention Officer (MFPO) is to ensure that Council complies with fire prevention statutory obligation as outlined in the Country Fire Authority Act 1958.

**ORGANISATIONAL RELATIONSHIPS**

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| **Reports to** | Coordinator Emergency Management |
| **Supervises** | NIL |
| **Internal Liaisons** | All Council staff |
| **External Liaisons** | CFA, DELWP, VicPol, Adjoining Municipal Councils, Contractors, Gippsland Water, Parks Victoria, VICSES, VicRoads, DEDJT (Agriculture), DET, Land Owners/Managers |

**DELEGATIONS/AUTHORISATION**

This position has delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf&size=474619&link=../Files/S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf) to Members of Council Staff, [S7 Instrument of Sub-delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf&size=1522050&link=../Files/S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](http://intranet.wellington.vic.gov.au/Page/Page.asp?Page_Id=1200&h=0).

**QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

**Accountability and Extent of Authority**

* Accountable for fire prevention planning and fire hazard removal.
* Accountable for fire management planning.
* Responsible for the effective implementation of relevant Acts, Regulations and Local Laws relating to Fire Prevention.
* Responsible for maintaining the Municipal Fire Management Plan as part of the Municipal Fire Management Planning Committee.
* Authorised Officer under the provisions of section 224 of the *Local Government Act 1989*.

**Judgement and Decision Making**

* Guidance and advice are usually available.
* Required to use initiative in dealing with issues which arise.
* Decisions are to be made within the existing framework of organisational objectives, policies and procedures.

**Specialist Knowledge and Skills**

* Analysis and problem solving skills.
* Knowledge of fire prevention requirements and fire behaviour.
* Proven experience in managing and implementing fire prevention requirements (including contractors) and enforcing legislation such as the Country Fire Authority Act 1958.
* Understanding of emergency management environments and procedures.
* Familiarity with contracting and associated financial account keeping processes.
* Demonstrated experience in project management and ability to prioritise and work effectively in situations where there may be competing priorities.
* Knowledge of local laws.
* Demonstrated experience in working with computers including mapping programs.

**Management Skills**

* Able to lead and influence teams.
* Well-developed ability to plan, organise and control own work activities in accordance with the organisation’s priorities.
* High level time management skills.

**Interpersonal Skills**

* High level communication (written and oral) skills.
* Ability to work independently under limited supervision and as a member of a team.
* Negotiation and conflict resolution skills.
* Ability to liaise with a wide range of people on various level.

**Qualifications and Experience**

* Broad technical knowledge of fire in the environment.
* Experience in the implementation of the Country Fire Authority Act 1958 and knowledge of associated emergency management legislation.
* Experience in project management.
* Experience in financial account keeping processes.
* Advanced Diploma or above in environmental science, conservation land management or similar (desirable).

**The ability to obtain and maintain the following qualifications, registrations, certifications:**

* Current drivers licence

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| **PEOPLE – RESPONSIBILITIES**  Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities. |

* Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
* Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
* Work in a manner that ensures adherence to Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).

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| **OPERATIONAL - RESPONSIBILITIES**  Developing technical knowledge, monitoring technical systems, managing stakeholder relationships. |

* Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
* Work within agreed plans, policies and processes including safe work practices.
* Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
* Demonstrate a commitment to effective internal and external customer service.
* Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
* Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.

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| **SCHEDULING - RESPONSIBILITIES**  Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team’s work. |

* Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
* Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
* Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

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| **POSITION SPECIFIC – RESPONSIBILITIES** |

* Represent Council on the Regional and Municipal Fire Management Planning Committees; and coordinate the implementation of all Council responsibilities within the Fire Management Plans.
* Facilitate the maintenance of the MFMP in accordance with CPIs.
* Engage with and educate the general public on fire prevention requirements in accordance with CPIs.
* Coordinate contracts relating to fire prevention and maintenance plans and manage the Fire Prevention budget in relation to contracts.
* Undertake Emergency Management Liaison Officer (EMLO) role and Deputy Municipal Emergency Resource Officer role and responsibilities as required in accordance with the MEMP.