



<p><b>JOB TITLE:</b> Project Manager - Partners in Bushfire Safety</p> <p><b>CLASS:</b> ASO6</p> <p><b>CFS Rank:</b> To be assigned by the Chief Officer on recommendation of the Operational Competency Assessment Centre.</p> <p><b>POSITION NO:</b></p>	<p><b>ORGANISATION:</b> Justice</p> <p><b>BRANCH:</b> South Australian Country Fire Service (CFS)</p> <p><b>SECTION:</b> Prevention Services</p> <p><b>TEAM:</b> Community Education Unit</p>
<p><b>This Position Reports to:</b></p> <ul style="list-style-type: none"> <li>• Manager Community Education and Public Warnings.</li> </ul>	<p><b>Positions Reporting to this Position:</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<p><b>Primary Purpose of Position</b></p> <ul style="list-style-type: none"> <li>• Develop partnerships with key community groups to promote neighbourhood and organisational readiness.</li> <li>• Develop tools, resources and programs to support the neighbourhood and organisational readiness program.</li> <li>• Contribute to the development of bushfire awareness strategies and services, information and prevention campaigns.</li> <li>• Provide project and policy development services to CFS Prevention Services.</li> <li>• Contribute to the evaluation and assessment of the effectiveness of partners in bushfire safety initiative</li> <li>• Contribute to the provision of advice to Government agencies, private organisations, planning authorities, bushfire management committees, and the community on bushfire safety responsibilities defined in the Fire and Emergency Services Act 2005.</li> <li>• Represent CFS Community Education on State and Local Government working parties for the refinement of CFS prevention planning processes.</li> </ul>	
<p><b>Outcomes</b></p> <ul style="list-style-type: none"> <li>• Coordinated approach to the development and building of partnerships with key community groups.</li> <li>• Increased community knowledge and awareness of Prepare, Act Survive</li> <li>• Development of neighbourhood and organisational readiness in preparing for bushfires.</li> <li>• Increased knowledge of organisational and whole of Government bushfire risk management.</li> </ul>	

<p><b>Resource Management</b></p> <p><b>Responsible to manage the following CFS Cost Centres</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>	<p><b>Essential Attributes (Knowledge/Skills/Experience Requirements)</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively in oral and written forms with people at all levels and from a diverse range of backgrounds, both within and outside CFS.</li> <li>• Ability to liaise with and/or coordinate activities with Government agencies, private organisations, industry groups in accordance with CFS policies.</li> <li>• Proven ability to initiate work and work with limited direction.</li> <li>• Knowledge and experience of community engagement principles and practises.</li> <li>• Ability to gather, understand, interpret and communicate information in a timely manner.</li> <li>• Experience in project management</li> <li>• Experience in developing, implementing and evaluating community based education programs.</li> <li>• Possess sound computing skills in Microsoft Office suite of products.</li> <li>• Ability to deal with pressure and ambiguity in a dynamic work environment through establishing clear goals and objectives.</li> <li>• Ability to research and identify existing programs and secure relevant information, relating data from different sources, and implement an appropriate solution to the problem.</li> <li>• Ability to be flexible and adaptable in response to operational and organisational change.</li> <li>• Ability to work independently and as a team member.</li> </ul>
<p><b>Desirable Attributes</b></p> <ul style="list-style-type: none"> <li>• Experience in working with community organisations including local government.</li> <li>• Experience in working in a volunteer organisation.</li> </ul> <p>Knowledge, as it applies to the CFS, of;</p> <ul style="list-style-type: none"> <li>• Fire and Emergency Services Act 2005 and Regulations.</li> <li>• Other relevant Government Agencies and their Legislation</li> <li>• Emergency service management in South Australia.</li> <li>• Planning processes in South Australia.</li> </ul> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• Fire behaviour.</li> <li>• Bushfire prevention.</li> <li>• Protection of dwellings from bushfire.</li> <li>• Land Management principles.</li> <li>• Risk management principles and practices.</li> </ul>	<p><b>Desirable Qualifications</b></p> <p>A tertiary qualification at Diploma (AQF 5) level or above in a relevant discipline</p>

**Key Relationships/Interactions**

- The incumbent will report to the CFS Manager Community Education and Public Warnings.
- The incumbent will liaise with local government and business groups, community groups and other government agencies in bushfire risk locations throughout South Australia.
- The incumbent will liaise with and provide support to all managers and programs within CFS Prevention Services.
- The incumbent will be an integral part of the wider CFS Prevention Services team.
- The incumbent will be required to develop relationships with bushfire prevention stakeholder groups.

**Key Challenges**

- Working within restrictive timelines.
- Identify and develop relationships within key stakeholders.
- Working within a politically sensitive environment.
- Ensuring consultation and mutually supportive relationships with all key stakeholders.

**Employment Conditions**

- Employment conditions will be governed by the *South Australian Fire and Emergency Services Act 2005*
- Employment conditions will be also be governed by Part 2 *Public Sector Management Act 1995* and the incumbent will be expected to work in a manner consistent with the Commissioner for Public Employment's Code of Conduct
- The incumbent must be prepared to be assigned to another position at this remuneration level or equivalent

**OHS & EEO**

- The incumbent will ensure that the welfare of all employees is maintained at the highest possible level through the promotion and implementation of OHS&W and EEO policies, legislation and practices

**Customer Service**

- The incumbent is expected to ensure that staff embrace and adopt the customer service ethic within the public sector by modelling customer service excellence and promoting and ensuring the delivery of timely, high quality service that meets the needs of customers and enhances the corporate profile of the organisation

**Special Conditions**

- Frequent out of hours work will be required
- Frequent intra and some interstate travel necessitating overnight stays may be required
- Will be required to perform operational duties in emergency situations and participate in the State Duty Roster
- May be required to fly in a rotary or fixed wing aircraft for transport or operational purposes
- Commitment to personal development
- Driver's licence

**Signature:** ..... **Date:** ...../...../.....

*Manager/Delegate*