



## Fire Management Coordinator South

Sustainable Timber Tasmania is a Government Business Enterprise with responsibilities for managing approximately 820,000 hectares of Tasmanian public production forest. STT undertakes forestry operations on this land and sells forest products. STT's purpose is to be a customer-focused and financially viable forest products and services provider, sustainably managing Permanent Timber Production Zone land for multiple-use as a community asset.

### ORGANISATIONAL CONTEXT

<b>Division:</b>	Land Management	<b>Group:</b>	Fire Management
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### POSITION PURPOSE

The Fire Management Coordinator is responsible for delivery and coordination across all aspects of fire activities.

### POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
TBC	Fire Management Manager (000217)	Senior Forest Officer Fire	Lampton or Geeveston
<b>Industrial Instrument</b>	Sustainable Timber Tasmania Enterprise Agreement 2018		
<b>Broadband Classification</b>	E		
<b>Working relationships</b>	Maintains collaborative working relationships with contractors, employees and relevant key stakeholders.		

### POSITION ACCOUNTABILITIES

Duties and responsibilities include, but are not limited to the following:

- Provide leadership and management to staff, provide clear direction and undertake job coaching, mentoring to team members to meet agreed business objectives and ensure performance issues are addressed, and performance and development plans are implemented
- Manage, monitor and report on fire management operational programs including timelines, budget, cost benefit, risk analysis and resources to successfully deliver and implement projects
- Manage contractor and staff safety compliance in accordance with work health and safety legislation, procedures, contractual arrangements and FOS plans to achieve corporate safety goals
- Assist in developing and managing the group/team budget in accordance within the agreed policies and procedure
- Monitor and report on compliance with relevant Acts, Regulations and forest certification standards to meet legal and certification requirements and report non-conformances and provide and implement recommendations as required.
- Develop and implement strategic fuel management plans for fire management in cooperation with other agencies and land managers
- Coordinate and implement preparations associated with ensuring the Region is fire ready ahead of the commencement of the fire season.
- Participate in fire management and suppression activities, including being on the fire roster, and playing a key role as part of Inter-Agency Incident Management Teams (AIIMS)
- Assist in managing, delivering and reviewing fire services agreements and contracts
- Represent the business at multi-agency forums and committees
- Manage the delivery of identified strategic programs or responsibilities

<b>QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE</b>		
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrated fire management experience within a forest or land management environment</li> <li>▪ PUA20713 Cert II in Public Safety (Forest Firefighting) or equivalent</li> <li>▪ Sector Commander qualifications or relevant experience</li> <li>▪ AllIMS qualifications or relevant experience</li> <li>▪ Provide First Aid or equivalent</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Forest Practices Officer warrant</li> </ul>		
<b>CAPABILITIES</b>		<b>Weighting</b>
<b>Leading and Deciding</b>	Takes control and exercises leadership. Initiates actions, gives direction and takes responsibility.	15%
<b>Interacting and Presenting</b>	Communicates and networks effectively. Successfully persuades and influence others. Relates to others in a confident and relaxed manner.	10%
<b>Analysing and Interpreting</b>	Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.	10%
<b>Creating and Conceptualising</b>	Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.	10%
<b>Organising and Executing</b>	Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.	15%
<b>Adapting and Coping</b>	Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.	15%
<b>Enterprising and Performing</b>	Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business commerce and finance. Seeks opportunities for self-development and career advancement.	10%
<b>Organisational Values</b>	Demonstrated commitment to the promotion of the organisational values and ensures all tasks are completed safely and consistently with the values.	15%
<b>SPECIAL CONSIDERATIONS</b>		
<ul style="list-style-type: none"> <li>▪ Required to participate in fire protection activities</li> <li>▪ Must undertake and pass the annual fire fighter health risk evaluation, comprising both the medical assessment and the fitness test</li> <li>▪ Hold a current and manual driver's licence</li> <li>▪ Required to participate in the Performance Development process</li> <li>▪ Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role</li> <li>▪ Must comply and adhere to the organisations policies and procedures, including the Code of Conduct.</li> <li>▪ Out of hours work maybe required and all staff are to be available for rostered fire duties on weekends, public holidays and outside normal work hours</li> <li>▪ Must adhere to duty of care responsibilities to yourself and others under health and safety legislation</li> </ul>		