

Position Description

Position Title	Bushfire Risk Mitigation Coordinator
Portfolio	Policy
Reports To	Policy Manager Emergency Management
Employment Type	Full-Time Fixed Term Contract
Location	West Leederville / Belmont

Team Overview

This position is co-hosted by the WALGA Emergency Management team and the Department of Fire and Emergency Services (DFES) Bushfire Risk Management Branch. The Emergency Management team is responsible for providing advice and advocacy in relation to government policy and legislation that impacts Local Government functions in emergency management, community development and social policy. The Bushfire Risk Management Program is a state-wide initiative that is responsible for the development and implementation of local government BRM Plans. The program involves the collaboration of stakeholders, across all land tenure, to identify and mitigate bushfire risk within local communities.

Position Purpose

The Bushfire Risk Mitigation Coordinator (BRMC) is responsible for developing and implementing local government bushfire treatment programs. The BRMC works closely with relevant stakeholders to identify and prioritise mitigation activities within designated local governments and ensures treatment plans are effectively planned, completed and evaluated.

Regional travel will be required. A vehicle, laptop and mobile phone will be made available for use for the duration of the contract.

Organisational Relationships

This position will report to WALGA's Policy Manager Emergency Management and will work in consultation and collaboration with Local Governments, DFES Bushfire Risk Management Branch, DFES Regional staff and other stakeholders. This position is located at WALGA (1 day per week) and at the DFES Bushfire Risk Management Branch (4 days per week) and will be required to work and be contactable out of hours, when required.

Key Accountabilities

Mitigation Planning	<ul style="list-style-type: none"> • Review local government(s) bushfire risks to determine treatment priorities, including Annual Scheduled Treatment Plan and 3-year Indicative Treatment Plan • Liaise with DFES' BRMO, CESM (where appointed) and other relevant stakeholders to confirm and document appropriate treatment strategies for LG bushfire risks within the BRM Plan • Prepare, submit and manage Mitigation Activity Fund Grants Program applications to support the provision of funds required to implement LG treatment programs • Prepare and obtain approval of planned burning prescriptions, and other necessary applications/permits, that are required to implement mitigation activities • Provides advice to local government, State Agencies, industry and major landholders in the BRM Planning process and the use of BRMS • Complete reports and other requests for BRM information, as required, within established timeframes
Implementation and Evaluation	<ul style="list-style-type: none"> • Manage contractors to ensure the agreed mitigation works are performed on time, within budget and to the required standards • Perform risk re-assessments following the completion of treatment activities and ensure risk assessments have been completed using the current BRM methodology • Inform relevant stakeholders of the status of treatment activities and escalate, to DFES' BRMO, all risks and issues that may prevent the successful completion of mitigation works • According to experience and availability, facilitate implementation of prescribed burns with LG staff and volunteers • Ensure all BRM data, relevant to local government(s) Annual Scheduled Treatment Plan and 3-year Indicative Treatment Plan is captured in DFES' Bushfire Risk Management System (BRMS)

Key Relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, make suggestions and provide updates • Receive advice and report on progress towards BRMS objectives and future directions

	<ul style="list-style-type: none"> • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
DFES Bushfire Risk Management Branch	<ul style="list-style-type: none"> • Provides BRMS information technology support • Receive advice and report on progress towards BRMS objectives and future directions • Identify emerging issues/risks and their implications and propose solutions • Liaise with DFES' BRMO, and other landholders, to support the effective implementation of "tenure-blind" mitigation programs
Team	<ul style="list-style-type: none"> • Support a positive environment through teamwork, sharing knowledge and supporting colleagues • Work collaboratively between DFES, WALGA and Local Governments
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on a range of BRMS related issues and strategies • Develop and maintain professional relationships with stakeholders to ensure the delivery of services as specified in the BRM Planning Grant Agreement between the Department of Fire and Emergency Services and WALGA • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues
External	
Stakeholders	<ul style="list-style-type: none"> • Provide BRM training, where appropriate, to LG staff and volunteers • Manage expectations and resolve issues • Communicate needs, monitor, direct and address enquiries

Key Competencies

Essential Criteria	<ul style="list-style-type: none"> • Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk • Demonstrated experience in applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and biodiversity • Demonstrated conceptual, analytical and problem-solving skills. • Understanding and experience in the application of risk management principles • Well-developed communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders including contractors, government officers, industry and private landowners
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	<ul style="list-style-type: none"> • Proven ability to plan, prioritise and organise workloads to meet agreed timeframes • Proven experience working with ICT based systems including ability to effectively perform data entry, analysis and reporting. • Possession of a current 'C' Class Western Australian driver's licence as a minimum which must remain valid for the duration of employment <p><i>Highly Desirable</i></p> <ul style="list-style-type: none"> • Experience in rural fire management including planned burning and firefighting, with an understanding of the principles of bushfire behaviour and suppression activities. • Experience applying and managing external grants and funding. • Knowledge and understanding of DFES' Bushfire Risk Management System. • Experience in managing projects
<p>Skills</p>	<ul style="list-style-type: none"> • Strong customer service focus and commitment to providing a quality service with demonstrated ability to relate to people from various backgrounds. • Excellent collaboration and interpersonal skills with the ability to work in partnership with senior leaders, managers and external stakeholders. • High degree of organisation, time management and the ability to prioritise. • Highly developed written and oral communication skills • Demonstrated strong problem solving skills in diverse functional areas.
<p>Behaviours</p>	<ul style="list-style-type: none"> • Promotes and represents DFES and WALGA in a professional manner in interactions with members, suppliers, and the general public, by showing openness, truthfulness, reliability and consistency with others • Takes accountability by accepting responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient, and cost-effective manner • Demonstrates respect for and willingness to work in the team by valuing the contributions, views and needs of others and participating, contributing, and progressing the team's objectives to an agreed outcome • Effectively shape perceptions and outcomes through communication. • Provides insights and recommendations that shape decision-making processes • Show an awareness of the principles of Workplace Health & Safety and applies them by taking care and being alert about issues in the workplace

	<ul style="list-style-type: none"> • Assist in identifying WHS risks within the workplace, ensuring that all potential risks are properly reported • Supports a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed
<p>Values</p>	<p>Ability to demonstrate and apply WALGA's values.</p> <ul style="list-style-type: none"> • Respect - We act honestly, with integrity and respect • Excellence - We strive for excellence and an environment of continuous improvement • Accountability - We take responsibility and work openly and transparently • Collaboration - We value strong relationships and partnerships • Curiosity - We encourage a spirit of enquiry, and an innovation mindset.