# Department of Energy, Environment and Climate Action

Position Description





## Position details

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| **Position title:** | Senior Bushfire Emergency Management (BEM) Preparedness Officer |
| **Position number:** | 50925732 |
| **Classification:** | VPS Grade 4 |
| **Salary range:** | $97,955 - $111,142 plus superannuation |
| **Employment type:** | Fixed Term from 6 Oct 2025 until 27Feb 2026 |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations, Barwon South West (FFOD) |
| **Work location:** | Barwon South West Region (FSW District location)  Hybrid work arrangement available: Yes No |
| **Reports to:** | Manager, Bushfire and Emergency Management Preparedness |
| **Direct reports:** | Yes  If yes, how many 3 |
| **Further information:** | Mike Harper, Manager, Bushfire and Emergency Management Preparedness.  0429397721 |

Position purpose

The Bushfire & Emergency Management (BEM) Preparedness Coordinator will support the design and implementation of preparedness arrangements in line with emergency management (EM) capability requirements.

The BEM Preparedness Coordinator will be embedded with a district but work as part of the regional team to identify and manage EM capability within the DEECA and FFMVic partner workforcess, supporting equitable rostering and effective development planning.

Context

**Group**

Bushfire and Forest Services (BFS) is the public land manager for 3.2 million hectares of State forests, including delivery and maintenance of recreation assets, tourism services and forest health activities, and leads DEECA’s works across the state in preparing for and responding to fire and other emergencies, to reduce impacts on people, property and the environment.

Underpinned by our commitment to work in partnership with Traditional Owners, BFS collaborates across government and DEECA to deliver key policies and outcomes in support of communities and industries that use our forests and is directly responsible for recreation policy and service delivery in state forests.

BFS plays a key role in working alongside emergency services under the Victorian Government’s ‘all communities, all emergencies’ operating framework, including meeting DEECA’s responsibilities before, during and after an emergency event.

BFS undertakes regulatory functions for biodiversity, public land use and fire prevention, leads development and advice on forest, fire and emergency management policy, strategy and legislation, and delivers safe and fit-for-purpose capability solutions including statewide assets, equipment, technology and learning, ensuring consistency with the Victorian Government’s broader strategic objectives.

**Division**

The Forest and Fire Operations Division delivers integrated forest and fire management activities across state forests. We deliver forest health programs, promote and manage recreation and tourism sites, and maintain the majority of the public land road network.

Under the Forest Fire Management Victoria (FFMVic) banner, we work with Parks Victoria and Melbourne Water to undertake bushfire management activities across all public land in Victoria. We undertake fuel management and other prevention activities as well as deliver bushfire response. We undertake our bushfire management activities as a part of our broader land management responsibilities.

We are the lead emergency management agency for bushfire and a support agency for a range of Class 2 emergencies.

**Branch**

The Regional Bushfire & Emergency Management (BEM) Team is responsible for maintaining the capability required to meet readiness and response arrangements for bushfires on public land. The Regional BEM Team is structured to support effective capability management, with dedicated teams focused on identifying current and emerging EM capability needs, defining training needs and delivering training programs utilising specialist trainers, and identifying and managing plant, vehicles, other equipment and infrastructure in line with capability requirements. The Regional BEM Team will also manage district and region rostering, ensuring people capability is managed equitably, effectively and efficiently across all rosters and aligns with Standard of Cover requirements and supports class 2 emergencies as required.

The Regional BEM Team will lead engagement with key emergency management partners in the region to ensure strong relationships, knowledge sharing, and collaboration enable effective seamless inter-agency readiness and response. The team will also work closely with the State BEM to contribute to the annual Standard of Cover review and deliver on the preparedness program.

Accountabilities

* As a regional resource working place-based within a district, coordinate District Duty Officer rosters, coordination and resourcing of L3 ICC, IMTs and EMTs across the district’s footprint, consistent with requirement set by the Chief Fire Officer and Emergency Management Commissioner.
* Provide surge capacity to assist with BEM preparedness arrangements across other districts within the region.
* Work in partnership with fire and emergency management agencies and local government to coordinate preparedness for fire and emergency management.
* Support the management of district capability for effective and efficient fire and emergency management operations, including training, aviation resources, Fire Lookout Towers and other infrastructure, equipment and stores, Fire Lookout Tower operators and Project Fire Fighters.
* Deliver district pre-season briefings and post season debriefs for fire and other emergencies.
* Under direction from the Program Manager, Training & Capability, coordinate and deliver the fire training program within the district and region, including the development of staff, Emergency Role Development Plans and succession planning.
* Support staff to understand allowances, entitlements and processes linked to their emergency management role and provide support to resolve any related issues and ensure emergency pay is accurate.
* Perform a fire and emergency management role (District Duty Officer accreditation desirable or willingness to undertake training).
* To practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

**Specialist/Technical Expertise/Qualifications**

* Demonstrated knowledge and experience in natural resource management, preferably with good knowledge of fire readiness and emergency management is desirable.
* Accreditation or demonstrated progress towards a senior fire and emergency management role - District Duty Officer/Incident Controller L1 is desirable.

**Capabilities**

* **Critical Thinking and Problem Solving:** Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem-solving concepts in the right context.
* **Interpersonal Skills:** Sees things from another’s point of view & confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference.
* **Influence and Persuasion:** Consistently adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections; Applies own ideas by linking them to others’ values, needs & goals.
* **Project Delivery:** Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required.

Position specific requirements

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| Financial Delegation Value | $0 A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may include, but are not limited to: | * Sedentary desk work * Field work * Emergency response work |
| DEECA will conduct relevant checks about applicants and the information provided within an application. Checks will include but are not limited to: | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.  A satisfactory National Police Check will be required (for all non-DEECA employees). |
| Employment terms and conditions | Are governed by the *Victorian Public Service Enterprise Agreement 2024* and the *Public Administration Act* *2004.*  Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply  Non-VPS applicants will be subject to a probation period of six months |
| Privacy | The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014. |

About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios.

Our challenge is to maintain Victoria’s liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

For further information about the department, please visit our website [www.deeca.vic.gov.au](http://www.deeca.vic.gov.au)

Our values

Our values align with the core [Public Sector values](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of ‘Work Together’, ‘Do What Matters’ and ‘Make a Difference’ we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what’s important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

Emergency Response and Health and Safety Requirements

The departmentplays a major role in Victoria’s emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and “fit for work” assessment.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. Our diversity and inclusion outcome pillars:

1. We are connected to liveable, inclusive, sustainable communities  
2. We are diverse   
3. We are inclusive and flexible   
4. We are safe and respectful

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under ‘Position Details’.

**Aboriginal Cultural Safety**

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact [self.determination@deeca.vic.gov.au](mailto:self.determination@deeca.vic.gov.au).

**Balancing your Life / Hybrid Working**

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email [customer.service@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au)