

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Manager Prescribed Burning	Location: Stromlo
Classification: SPOC	Reports to: Director Operations
Position number: 30404	Date last reviewed: August 2026
Division: Environment, Heritage and Parks	Position requirements: WWVP, Drivers Licence, Fire Fitness
Business unit: Fire Management Unit	

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

The Environment, Heritage & Parks (EHP) Division delivers the following functions for the ACT government:

- Management of Parks and Reserves;
- Fire, rural roading and plantation forest management
- Nature conservation and environment protection policy;
- Conservator support and traditional custodian engagement;
- Heritage conservation policy and regulation;
- Conservation research and evaluation;
- Biosecurity policy and delivery.

The ACT Parks and Conservation Service (PCS) is a branch of EHP with responsibility for the management of about 70% of the ACT including Nature Reserves, National Parks, commercial softwood forests and rural lands.

BUSINESS UNIT OVERVIEW

This position sits within the Fire Management Unit within the ACT Parks and Conservation Service (PCS). The section is responsible for the planning and delivery of bushfire mitigation and preparedness activities such as the current reviews of the Regional Bushfire Management Plan (RFMP) and Bushfire Operation Plan (BOP) to support delivery of the Strategic Bushfire Management Plan, management of the ACT fire trail network on public lands and commercial forestry operations. An essential and expanding part of the work undertaken by the unit is the incorporation across the landscape of Ngunnawal cultural burning and ecological burning. [Click here](#) for further information about bushfire management in the ACT Parks and Conservation Service.

DUTIES / RESPONSIBILITIES

As part of the Leadership team of the Fire Management Unit for the ACT Parks and Conservation Service (PCS):

- With limited direction, oversee the annual delivery of the complex and critical prescribed burn program including the continued delivery of the PCS Cultural Burning strategy to advance Ngunnawal ownership in setting fire related goals and visions for the planning and delivery of cultural burning activities and facilitate cross-cultural knowledge sharing with a broad range of knowledge stakeholders.
- As a specialist professional, be responsible for the management and coordination of an “Intelligence Unit” to plan, collect, collate and analyse essential high level data and research to guide the delivery of the prescribed burn program.
- Manage the fire research utilization program in PCS by representing PCS and actively engaging in partnerships, at the national and international level, with appropriate research bodies.

- Develop and enhance specialist technical systems that enhance the ability to plan, predict and collect essential information and research for the delivery of a prescribed burning program.
- Work closely with the Director of Fire Planning in the development of short and long term prescribed burning programs and with the Director Fire Operations to coordinate the smooth and effective delivery of the annual PCS prescribed burn program.
- Be responsible for the continued development, expansion and delivery of the PCS Cultural Burning operations identified in the annual EPSDD Bush Fire Operations Plan.
- Provide high level representation on behalf of PCS and establish, develop and maintain positive relationships with key external bodies, including other ACT Government agencies, stakeholders, commercial enterprises and interstate counterparts to ensure planning and delivery of the prescribed burning program.
- Be responsible for the Fire Unit Sections media and electronic notification systems including ongoing enhancements to the Fire web site and public information.
- Provide high level strategic advice and support to the Senior Director, Fire, Forests and Roads on all issues associated with prescribed burning, fire prediction modelling, data collection, research utilisation and management of the Intelligence Unit within PCS;
- Lead and motivate staff and develop and implement programs associated with workplace diversity, Industrial democracy, occupational health and safety and staff development and training;
- Undertake senior incident management duties within the Incident Management Team, including participation in fire standby, fire suppression and fire training.

Fire Trained Employee – the occupant of this position is required to meet and maintain the minimum competency based fire training which includes an annual fire preparedness session as well as an annual fitness assessment. A Fire Trained Employee will be required to undertake fire management duties as directed, including fire suppression and hazard reduction, and will be included as part of a fire resource roster over the fire season.

SELECTION CRITERIA (CAPABILITIES)

Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities listed above.

1. Demonstrated technical knowledge, experience and ability in the planning, management and operational application of prescribed burning.
2. Ability to work as part of a team operating under limited supervision, providing professional leadership and high level advice to executives.
3. Well developed communication, representational and interpersonal skills, including negotiation and community liaison, with the ability to work with various land managers and stakeholders, in developing the prescribed burning program and dealing with broader fire management issues.

4. Proven ability to solve complex technical issues and problems whilst directing and leading a team of professional fire managers to achieve strategic outcomes.
5. Demonstrated commitment to, and the personal adoption of the principles of workplace diversity, participative work practices, workplace health and safety and compliance with the Territory Records Act 2002.

REQUIREMENTS / QUALIFICATIONS

- Relevant tertiary qualifications and / or experience in fire management, prescribed burning, fire behaviour or equivalent.
- Be willing and able to undertake bushfire related activities, including bushfire suppression.
- Be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an “as needs” basis.
- Possess a current drivers license.
- Currently meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- This position **does** require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Manager Prescribed Burning (position number P30404) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never
<i>The position in an activity based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently

Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent paid overtime	Occasionally
Rostered shift work	Occasionally

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never

Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Occasionally