

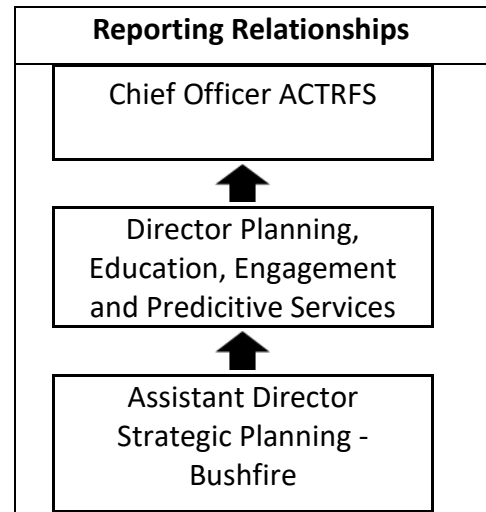


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	Emergency Services Agency
Branch	ACT Rural Fire Service (ACTRFS)
Position Number	P07880
Position Title	Assistant Director, Strategic Planning, Bushfire
Classification	Senior Officer Grade C (SOGC)
Location	Fairbairn
Last Reviewed	May 2026



The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

BUSINESS UNIT/AGENCY OVERVIEW

The ACT Emergency Services Agency (ACTESA) is responsible for emergency management and related support arrangements in the Territory. ACTESA's four operational services are the ACT Ambulance Service, ACT Fire & Rescue, ACT Rural Fire Service and ACT State Emergency Service.

ACTESA undertakes to:

- provide emergency services 24 hours per day every day of the year;
- provide its services efficiently and effectively within resource allocations;
- ensure that compliance activity meets legislative standards on all occasions;
- use best practice in the provision of assistance for emergencies and the conduct of community education and awareness programs; and
- train and equip our people to maintain readiness and deliver emergency services to meet agreed standards and benchmarks.

Further information can be obtained on the ACTESA Website <http://www.esa.act.gov.au>.

BRANCH OVERVIEW

The ACTRFS is responsible for community safety, the protection of people, property and the environment from bushfire, and providing supporting resources to the ESA Services for an integrated emergency management response. As part of its role the ACTRFS undertakes a comprehensive range of community education and awareness programs.

ACTRFS has a prime function to provide a community-based service, which will result in the minimisation of preventable fire fatalities and casualties and the minimisation of damage of property and the environment from bushfire.

The ACTRFS manages and facilitates a strong volunteer member-based organisation and maintains a close working relationship with the Environment, Planning and Sustainable Development Directorate.

POSITION OVERVIEW

The Assistant Director Strategic Planning - Bushfire (ADSP), supports the Director Planning, Education, Engagement and Predictive Services in the development and delivery of strategic and operational plans, capability development and assurance programs. This key role supports operational leadership in delivering the Strategic Bushfire Management Plan (SBMP) under the *Emergencies Act 2004*.

The ADSP will contribute to development of programs, policies, and administrative systems to enable ACTRFS operational activities, planning activities and incident response within the ACTRFS.

The ADSP will in consultation with the Director Planning, Education, Engagement and Predictive Services lead and manage the implementation of Agency and ACTRFS programs, preparation of complex policies, correspondence, reports, and briefing material. Representing ACTRFS and the broader ESA at local and national level forums, committees and working groups will be a component of the role.

The ADSP will be highly organised with attention to detail, enacting plans, ensuring compliance with policies and procedures. The candidate will be self-motivated, responsive to business needs and show initiative together with sound judgement.

WHAT YOU WILL DO

Under the limited direction of the Director Planning, Education, Engagement and Predictive Services, the Assistant Director Strategic Planning, Bushfire will provide:

1. Leadership of the ACTRFS planning function, including development and maintenance of plans that support the delivery of the SBMP and ACTRFS core business associated reporting, and governance.
2. Development, implementation and review of business and operational plans, policies and Standard Operating Procedures for ACTRFS.
3. Manage the ongoing change and implementation of the Australian Fire Danger Rating System and/or other national/cross jurisdictional projects.
4. Be the lead for the ACTRFS in research projects that sit within the planning function.
5. Manage the identification, development and implementation of risk reduction activities undertaken by the ACTRFS
6. Contributing to the development, implementation and maintenance of the broader ESA project and planning framework.
7. Contribute to emergency incidents to undertake operational duties in accordance with legislative responsibilities under the *Emergency Act 2004*.
8. Preparation of high-level correspondence and Service level documents ensuring records are maintained in accordance with the *Territory Records Act 2002*.
9. Contribute to the broader ESA 'One Service' culture through development of innovative approaches, sharing expertise to maximise ACTRFS team and whole of Agency performance.
10. Develop and maintain professional partnerships with stakeholders including the volunteer membership, to achieve effective, sustainable, and optimal service delivery.

11. Represent the ACT Emergency Services Agency at meetings, forums, and on working groups as required.
12. Other duties as required and consistent with the classification.
13. This position does involve direct supervision of staff.

NOTE: This position will be required to work after hours and weekends, including attending meetings, local Brigade visits and through periods of operational response. Participation in the ACTRFS Duty Officer roster may be also be required.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in strategic and operational planning, including policy development to support legislative requirements as contained within the *Emergencies Act 2004*.
2. Demonstrated experience in supporting and developing cohesive teams to achieve high-level engagement with staff, a large diverse volunteer membership, and stakeholders across the multi-disciplined services.
3. Demonstrated ability to analyse, develop and contextualise statistical information to inform short and long-term strategy, and future capability requirements.
4. Experience in supporting the management of operational responses to critical incidents would be an advantage but is not essential.

Behavioural Capabilities

1. Demonstrated capacity to communicate effectively, both verbally and in writing, to promote collaborative and effective relationships with a diverse workforce.
2. Demonstrated ability to efficiently plan, organise and prioritise workloads to meet multiple demands and deadlines within an environment of rapid change.
3. Ability to form strong working relationships and to represent the ACTRFS in local and national forums.
4. Commitment to modelling the ACT Public Sector Values and signature behaviours and to the practice of inclusion within the workplace.

Compliance Requirements/Qualifications

1. An understanding of the emergency management environment, qualifications in planning, fire behaviour analyst (FBAN) or the Australasian Inter-service Incident Management System (AIIMS) are desirable.
2. Background and Security clearance checks will be conducted including National Police Records Check.
3. A minimum of a C class ACT drivers' licence is desirable.
4. An annual fitness test will be required if participating in a fire ground role.
5. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.

6. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.
7. 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 *Assistant Director Strategic Planning, Bushfire (P07880)* and indicates how frequently each of these requirements would be performed. Please note that ACTPS 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	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Frequently

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 <i>[Instructions: applies to SOGA/B positions only.]</i>	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent 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	Frequently
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	Occasionally

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

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
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	Occasionally

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