

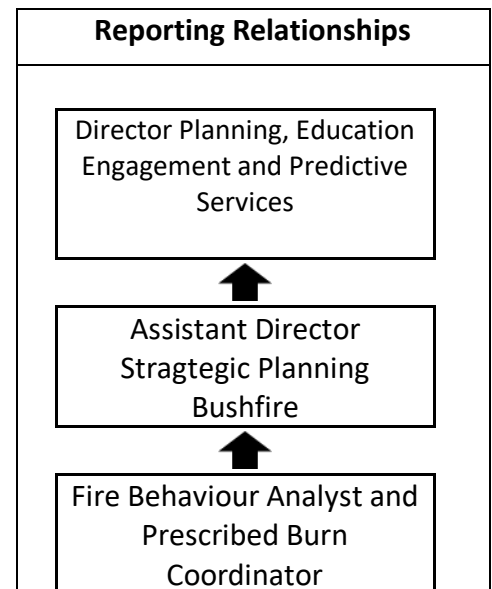


ACT
Government

Justice and Community Safety

POSITION DESCRIPTION

Directorate	Justice and Community Safety
Business Unit/Agency	Emergency Services Agency
Branch	ACT Rural Fire Service
Position Number	P49408
Position Title	Fire Behaviour Analyst and Prescribed Burn Coordinator
Classification	Administrative Services Officer Class 6 (ASO6)
Location	Fairbairn
Last Reviewed	July 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. ACTRFS provides supporting resources to the broader ESA Services to achieve integrated emergency management response. As part of its role the ACTRFS undertakes a comprehensive range of community education and awareness programs.

ACTRFS primary function is to provide a community-based service, resulting in the minimisation of preventable fire fatalities and casualties, damage to property and the environment, from bushfire. The ACTRFS manages and facilitates a strong volunteer member-base and maintains a close working relationship with the Environment, Planning and Sustainable Development Directorate (EPSDD).

POSITION OVERVIEW

The Fire Behaviour Analyst and Prescribed Burn Coordinator supports the activities of ACTRFS, in the delivery of the ACTRFS functions as outlined in the *Emergencies Act 2004*.

The Fire Behaviour Analyst and Prescribed Burn Coordinator will provide analysis and predictive services for fire and severe weather-related hazards in order to facilitate and improve community and organisation capacity to deal with bush fires and severe weather threats.

WHAT YOU WILL DO

Under the limited direction of the Assistant Director, Strategic Planning, Bushfire, the Fire Behaviour Analyst and Prescribed Burn Coordinator will:

1. Proactively contribute to the delivery of the Strategic Bushfire Management Plan (SBMP).
2. Accurately predict fire behaviour through modelling, understanding the weather impact on fires, and effectively communicate this information to diverse audiences.
3. Assist with the development and understand complex policy doctrine for fire products and services relating to all 'hazard' incidents to ensure appropriate application of products and services.
4. Monitor relevant research so that information provided is current, accurate and timely; meets the needs of users, and leads to enhanced resilience of the affected community.
5. Provide high quality technical advice and support as required for fire operations and other sections of the ESA within the all-hazard context.
6. Assist and participate in projects relevant to fire/weather predictive services as directed.
7. Plan, conduct site visits, and coordinate prescribed burning operations for the ACTRFS to implement.
8. Provide weather predictions and advice for prescribed burning activities and incident planning.
9. Maintain fire and severe weather tools and data within the greater ACT Government multi-agency Fire Behaviour Team.
10. This position does not involve direct supervision of staff.
11. Other duties as required and consistent with the classification.

Note: The Fire Behaviour Analyst and Prescribed Burn Coordinator may be required to work outside of normal hours including on weekends, and/or take part in the 'on call' duty roster.

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 fire behaviour modelling, understanding weather systems, patterns, and related weather products and the ability to interpret and present relevant weather data and information to a broad audience.
2. Demonstrated experience in or the ability to learn how to use and manage bushfire management information systems, including Geographical Information Systems.
3. Demonstrated knowledge and experience of bushfire operations, prescribed burn planning, fire behaviour and fire management.

Behavioural Capabilities

1. Well-developed written, verbal and interpersonal skills and the ability to liaise with key stakeholders to develop and maintain collaborative and effective relationships.
2. Demonstrated ability to manage competing priorities and multiple demands and deliver against timelines within an environment of rapid change.
3. The ability to work effectively as part of a team, and also autonomously.

Compliance Requirements/Qualifications

1. Successful completion of Fire Behaviour Analyst training, or the aptitude and willingness to undertake the required training.
2. An understanding of the emergency management environment, and/or the Australasian Inter-Service Incident Management Systems (AIIMS), and/or qualifications relevant to Incident Management are desirable.
3. Experience in supporting the management of operational responses to critical incidents is desirable.
4. A minimum of a C Class Drivers Licence is essential.
5. Background and Security clearance checks will be conducted including National Police Records Check.
6. This position **does** require a Working with Vulnerable People Check.
7. 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.
8. 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

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Fire Behaviour Analyst and Prescribed Burn Coordinator (P49408) 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	Frequently
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	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
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
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OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Occasionally