

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Fire Management Officer	Location: Stromlo
Classification: TO3	Reports to: P14218
Position number: P09862	Date last reviewed: August 2025
Division: Environment, Heritage & 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

What we do

The Environment, Heritage & Parks (EHP) Division has responsibility within the ACT for policy development relating to nature conservation, climate change, waste, heritage, planning, transport planning, energy, and water, together with regulatory responsibilities for development applications. EHP serves the government

to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. The Parks and Conservation Service (PCS) is a branch of the Environment, Heritage and Water Division within EPSDD 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

These positions sit 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 Ngannawal cultural burning and ecological burning.

[Click here](#) for further information about bushfire management in the ACT Parks and Conservation Service.

DUTIES / RESPONSIBILITIES

1. As a member of a team and with supervision, assist with the coordination, facilitation and delivery of a range of fire management programs identified in the annual Bushfire Operations Plan, including:
 - physical removal, prescribed burning (including ecological and cultural burning), slashing, grazing, infrastructure development, fire trail maintenance and construction, research utilisation, fuel hazard assessments and data collection.
2. Assist in fire management policy and systems development, including the preparation, implementation, and reporting on the annual Bushfire Operations Plan (BOP), and other fire management policies.
3. Provide GIS and technical support, problem solving and training to staff including in use of ArcMap, ArcGIS Pro, ArcGIS Portal, ArcGIS Online, Survey123 and Field Maps.
4. Under supervision, undertake the planning and coordination of prescribed burns across the PCS estate. This includes developing and implementing burn preparation works, as well as undertaking consultation and securing necessary approvals from stakeholders within the directorate, across government, and with external partners. With limited guidance, manage a program of fuel moisture monitoring across the landscape which includes field data and material collection, measurement, data processing, and preparation of timely and succinct technical reports.
5. With supervision, assist in the operation and maintenance of remote weather monitoring stations, including field inspections and repairs, upgrades, software updates and remote monitoring.
6. Undertake fire management, fire suppression and any other emergency activity with the ability to achieve higher competencies in the fire management and/or incident management roles within the Parks and Conservation Service; and
7. Assist with other duties as required.

Note – Under the ACT Public Sector Technical and Other Professional Enterprise Agreement, bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Any offer of employment to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

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.

Skills:

1. Well-developed communication, representational and interpersonal skills, including negotiation and stakeholder engagement regarding fire management or prescribed burning programs.
2. Demonstrated experience, or the ability to learn how to use and manage bushfire management information systems including GIS, mapping tools, and field data collection apps.

Knowledge:

3. Demonstrated knowledge or practical experience in the planning, delivery and management of bushfire operations, prescribed burning and fire management, including fire behaviour.
4. Demonstrated experience, or the ability to acquire knowledge of fuel moisture monitoring techniques and programs, and/or remote weather station upkeep and troubleshooting.

Behaviour:

5. Ability to work as part of a team operating under pressure with limited supervision, including the ability to lead and manage staff or contractors undertaking activities associated with Prescribed Burns.
6. Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the *Territory Records Act 2002*.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Requirements:

- Undertake bushfire related activities, including bushfire suppression.
- Work a shift roster, weekends, public holidays or evening shifts at any site on an “as needs” basis;
- Wear a uniform.
- Possess a current ACT Working with Vulnerable People accreditation or ability to obtain one.
- Possess and maintain a current driver’s license; and
- Be currently able and prepared to undertake and maintain the Moderate level of the National Fire Fighting Task Based Assessment (Fire Fitness)

Desirable

- Recognised tertiary qualifications in land management or environmental science, or relevant equivalent experience.
- Possession of the 'Develop Complex Prescribed Burn Plans' qualification, or the ability to obtain it.
- Experience and understanding of the Australian Inter-Agency Incident Management System (AIIMS).

- A current First Aid Certificate.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of [Fire Management Officer](#) (position number [P09862](#)) 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	Occasionally
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