

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Fire Management Officer - Planning

Business unit: Fire Management Unit

Location: Stromlo

Classification: TO3

Reports to: Assistant Director Fire Planning

Position number: P11667

Date last reviewed: June 2026

Division: Environment, Heritage & Parks

Position requirements: WWVP, Drivers Licence, Fire Fitness

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

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

This position is classified as a “Fire Trained Employee” under the ACT Public Sector Technical and Other Professional Enterprise Agreement 2023-2026 (*see footnote for definition*)

- Under direction, 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
- Assist in data capture for research projects and bushfire management information systems, including GIS.
- Develop and enhance the fire unit’s communications capability focussing on the web, social media and other technology.
- Provision of timely and succinct technical reports
- Assist in fire management policy and systems development
- Contract management and procurement
- Liaison and supervision of field staff and contractors to ensure high quality outcomes
- Maintain a number of fire related reporting systems including GIS, budgets, audits, purchase orders and training / equipment data bases
- Liaise with the community, government agencies and stakeholders on matters relating to fire management;



- 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
- Assist with other projects 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/ Knowledge:

1. Demonstrated experience in ArcGIS Pro and ArcGIS Online, including strong capabilities in GIS analysis, database maintenance, and the implementation of field data collection solutions.
2. Well developed written communication skills, including report writing, representation skills, and ability to actively contribute to fire related research and monitoring programs.
3. Demonstrated knowledge and/or experience of bushfire operations, fire management, and AIIMS.

Behaviour:

4. Demonstrated ability to display initiative, work effectively either individually or as a member of a small team and meet tight deadlines with minimal direction.
5. 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

Mandatory:

- Tertiary qualifications (Diploma/ Degree etc) in Geographical Information Systems, Remote Sensing, Environmental Science, Natural Resource Management, or extensive experience.
- 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 drivers license; and

- Be currently able and prepared to undertake and maintain the Moderate level of the national fire fighting task based assessment (fire fitness)

Highly Desirable:

- Experience in, or 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 [P11667](#)) 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	Frequently
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	Occasionally
Frequent paid overtime	Frequently
Rostered shift work	Frequently

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	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Walking on uneven, steep and/or rocky ground	Frequently
Working outdoors	Frequently

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	Occasionally

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

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Working on active bushfires and prescribed burns	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low or reduced lighting / visibility (incl dusty / smoky conditions)	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	Frequently