



## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Bushfire Risk Management Officer	<b>Level</b>	7/8
<b>Business Unit</b>	Community Safety	<b>Position Number</b>	01802
<b>Directorate</b>	Planning and Community Development	<b>Date Established</b>	December 2015
<b>Reporting to</b>	Coordinator Specialist Services	<b>Date Updated</b>	January 2026

### 2. KEY OBJECTIVES

- Responsible for implementation and review of the City's Bushfire Risk Management Plan and Bushfire Risk Management System.
- Provide advice that supports the provision of bushfire risk management within the borders of the City of Joondalup.
- Establish and maintain appropriate relationships with key internal and external stakeholders to achieve reduced fire risk within the City.

### 3. KEY ACCOUNTABILITIES

- Undertake bushfire risk activities in accordance with relevant legislation, guidelines, policies, protocols, procedures, processes and adopted practices.
- Compliance with City strategies, plans, objectives, policies, procedures and budgets.
- Ensure all project work is undertaken in accordance with the requirements of the City's Project Management Framework.
- Ensure all financial activities are undertaken in accordance with the City's purchasing protocols and practices.
- Ensure all contracted work is undertaken in accordance with the contract and City's purchasing protocols.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City's safety systems.

#### 4. **KEY ACTIVITIES**

ACTIVITIES
<p><b>Outcome: Bushfire Risk Management</b></p> <ul style="list-style-type: none"><li>• Oversee implementation and annual reviews of the Bushfire Risk Management Plan.</li><li>• Conduct a major review of the Bushfire Risk Management Plan every 2 years.</li><li>• Maintain and implement the Bushfire Risk Management System including planning and overseeing prescribed burns.</li><li>• Manage and maintain all internal and external requests for Permits to Burn.</li><li>• Conduct annual inspections in accordance with the Bush Fire Management Notice.</li><li>• Develop and deliver a bushfire community education program to assist in the education of bushfire risk awareness across the City.</li><li>• Collaborate with the Grants and Awards Officer to source and develop applications for external funding for fire mitigation activities and implement funded projects.</li><li>• Develop and review relevant protocols, procedures and other documentation and/or content related to bushfire management across the organisation.</li><li>• Attend required training and maintain bushfire risk mitigation knowledge in accordance with Department of Fire and Emergency Services guidelines.</li><li>• Deliver projects in accordance with agreed scope, timeframes and budgets.</li><li>• Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.</li></ul> <p><b>Outcome: Support and Advice</b></p> <ul style="list-style-type: none"><li>• Provide technical advice in the implementation of the City's Bushfire Risk Management Plan and associated bushfire mitigation activities.</li><li>• Undertake research, analysis and provide reports and advice to support the provision of bushfire risk management within the borders of the City of Joondalup.</li></ul> <p><b>Outcome: Stakeholder Management</b></p> <ul style="list-style-type: none"><li>• Establish and maintain appropriate relationships with key internal and external stakeholders, to achieve reduced fire risk within the City and ensure compliance with the Fire Management Notice.</li><li>• Establish and maintain information and databases relevant to fire related issues.</li><li>• Represent the City on the Local Emergency Management Committee on bushfire related matters within the City of Joondalup.</li></ul>

#### 5. **WORK RELATED REQUIREMENTS**

##### **Essential Skills, Knowledge, Experience and Qualifications:**

##### **High level skills and abilities in the following areas:**

- Project management.
- Organisational and time management.
- Research and analytical.
- Written communication including report writing.
- Interpersonal communication, including presenting information and/or facilitating an event.
- Problem solving.

##### **Comprehensive knowledge:**

- Emergency management, environmental management and bushfire risk management practices.
- Project management methodologies.
- Research and reporting techniques.

**Experience:**

- Demonstrated experience in the application of risk management principles.
- Demonstrated experience in undertaking projects related to bushfire risk management.

**Qualifications:**

- Tertiary qualifications in a relevant discipline and/or relevant substantial experience in a similar role.
- Current WA 'C' Class Driver's Licence.

**6. EXTENT OF AUTHORITY**

- Exercises a degree of autonomy but advice is available for complex or unusual matters.
- Controls and coordinates projects.
- Provides expert advice on bushfire risk management issues.
- Required to use professional knowledge, research skills, analytical approach and problem-solving skills.
- Responsible for decision making in work area.

**7. WORKING RELATIONSHIPS****Level of Supervision:**

- Works under limited direction.

**Internal:**

- Relevant Business Units.

**External:**

- Residents and the general public.
- Relevant government departments.
- Other local governments.
- Environmental and community groups.
- External service providers.

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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