



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Bushfire Risk Management Officer	Level	7/8
Business Unit	Community Safety	Position Number	01802
Directorate	Planning and Community Development	Date Established	December 2015
Reporting to	Coordinator Specialist Services	Date Updated	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
Outcome: Bushfire Risk Management <ul style="list-style-type: none">Oversee implementation and annual reviews of the Bushfire Risk Management Plan.Conduct a major review of the Bushfire Risk Management Plan every 2 years.Maintain and implement the Bushfire Risk Management System including planning and overseeing prescribed burns.Manage and maintain all internal and external requests for Permits to Burn.Conduct annual inspections in accordance with the Bush Fire Management Notice.Develop and deliver a bushfire community education program to assist in the education of bushfire risk awareness across the City.Collaborate with the Grants and Awards Officer to source and develop applications for external funding for fire mitigation activities and implement funded projects.Develop and review relevant protocols, procedures and other documentation and/or content related to bushfire management across the organisation.Attend required training and maintain bushfire risk mitigation knowledge in accordance with Department of Fire and Emergency Services guidelines.Deliver projects in accordance with agreed scope, timeframes and budgets.Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.
Outcome: Support and Advice <ul style="list-style-type: none">Provide technical advice in the implementation of the City's Bushfire Risk Management Plan and associated bushfire mitigation activities.Undertake research, analysis and provide reports and advice to support the provision of bushfire risk management within the borders of the City of Joondalup.
Outcome: Stakeholder Management <ul style="list-style-type: none">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.Establish and maintain information and databases relevant to fire related issues.Represent the City on the Local Emergency Management Committee on bushfire related matters within the City of Joondalup.

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
--	---