Queensland Fire and Emergency Services

About Us
As a department our purpose is to help the community to prevent, prepare for, respond to and recover from the impact of fire and emergency events.

Comprising of Fire and Rescue Service, the Rural Fire Service and the State Emergency Service, QFES also supports other volunteer groups providing emergency response to Queenslanders.

QFES is one department with many services, many capabilities and many partners. The Queensland State Emergency Service (SES) is a volunteer emergency service organisation which has a high level community recognition and respect throughout Queensland and other states and territories across Australia.

State Emergency Service
The Queensland SES has approximately 6,000 active, unpaid members that perform a diverse range of functions to respond to local, State and National disasters and emergencies.

Members are trained and equipped to help their communities across a range of functions with a primary purpose to assist the most vulnerable members of the community by empowering people to help themselves and others in their community in times of emergency and disaster.

All SES members receive world class training providing them with real life skills that they use to assist their community during emergencies. Many of these skills are also transferrable to other aspects of our volunteer’s lives.

As a member of the SES you will have the opportunity to work closely with other like-minded people with whom you will train and respond to emergencies together as a team, and share experiences that lay the foundations for life-long friendships.

The SES has roles for people with a broad range of backgrounds, talents and expertise. Please be aware that SES members require a level of physical fitness especially when involved in rescues, responding to natural disasters and performing other critical roles.

Roles of administration, communications, stores and welfare do not necessarily require levels of fitness however their availability are dependent on the existing membership of the SES Group.

Role Description
Local Controller
State Emergency Service

<table>
<thead>
<tr>
<th>Agency</th>
<th>Queensland Fire &amp; Emergency Services</th>
<th>Classification</th>
<th>Honorary Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Burdekin</td>
<td>Closing date</td>
<td>Job Ad Reference</td>
</tr>
<tr>
<td>SES Unit</td>
<td>Burdekin</td>
<td>SES Group</td>
<td>Contact</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday, 19th August 2019</td>
<td>Local Controller</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>John Forde</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0437 327 810</td>
</tr>
</tbody>
</table>

About Us
As a department our purpose is to help the community to prevent, prepare for, respond to and recover from the impact of fire and emergency events.

Comprising of Fire and Rescue Service, the Rural Fire Service and the State Emergency Service, QFES also supports other volunteer groups providing emergency response to Queenslanders.

QFES is one department with many services, many capabilities and many partners. The Queensland State Emergency Service (SES) is a volunteer emergency service organisation which has a high level community recognition and respect throughout Queensland and other states and territories across Australia.

State Emergency Service
The Queensland SES has approximately 6,000 active, unpaid members that perform a diverse range of functions to respond to local, State and National disasters and emergencies.

Members are trained and equipped to help their communities across a range of functions with a primary purpose to assist the most vulnerable members of the community by empowering people to help themselves and others in their community in times of emergency and disaster.

All SES members receive world class training providing them with real life skills that they use to assist their community during emergencies. Many of these skills are also transferrable to other aspects of our volunteer’s lives.

As a member of the SES you will have the opportunity to work closely with other like-minded people with whom you will train and respond to emergencies together as a team, and share experiences that lay the foundations for life-long friendships.

The SES has roles for people with a broad range of backgrounds, talents and expertise. Please be aware that SES members require a level of physical fitness especially when involved in rescues, responding to natural disasters and performing other critical roles.

Roles of administration, communications, stores and welfare do not necessarily require levels of fitness however their availability are dependent on the existing membership of the SES Group.
Purpose of Role
The role of the SES Local Controller is focused on the leadership and management of a State emergency Service (SES) Unit within the framework of the Disaster Management Act 2003 and the policies and procedures of Queensland Fire and Emergency Services (QFES) for the performance of the functions and activities of the SES Unit.

Key Requirements

Mandatory Requirements
- C Class Driver’s licence
- External applicants must have suitable previous experience volunteering on committees of, or working in, volunteer community based organisations

Highly Desirable Requirements
- Knowledge of the concepts, strategies and issues associated with providing support to volunteer State emergency Service members both in day-to-day activities and during operational incidents.
- Ability to support a diverse volunteer workforce, advancing the diversity agenda in the department and service delivery, thereby improving morale and developing the effectiveness of operational teams.
- Competent in the use of Microsoft Office 365 software including; Word, Excel, Email
- Qualifications or ability to rapidly acquire qualifications in:
  - SES Induction, Community Volunteering and Safety
  - AIIMS Awareness
  - AIIMS Intermediate
  - TAMS
  - Provide First Aid & CPR
  - Participate in Rescue Operations
  - Storm Damage Operations

Key Accountabilities
Your part in the ongoing success of our department, in supporting key frontline services will see you responsible for a variety of work, including, but not limited to:
- Leading the Operational Management of an SES Unit in order to maintain capability to respond to emergency and disaster operations by ensuring – members have the necessary skills to competently perform their roles and responsibilities within the unit; and equipment is maintained to an appropriate standard required for operational response.
- Managing the recruitment, selection training and career development of SES volunteers within an SES Unit.
- Ensuring the effective management and maintenance of allocated communications systems to meet the operational requirements of an SES Unit.
- Leading the development and implementation of public relations and education programs at the local level that promote community resilience and self-sufficiency in Queensland communities.
- Managing and administering an SES Unit in compliance with approved instructions, directions and policies issued by the Commissioner QFES, the Assistant Commissioner, SES and / or local government.
- Manage the financial and governance responsibilities of an SES Unit.

Capabilities
To determine your suitability for the role, you will be assessed on the following leadership and management behavioural competencies from the Queensland Public Service Workforce Capability Success Profile that link ot the “key accountabilities” for this role:
Workforce Capability Success Profile Category – Program Manager
Performance through Vision
- Demonstrates broad perspective
- Navigates ambiguity and politics
- Leads change
- Delivers by working across boundaries
- Champions innovative ideas and solutions

Performance through Results
- Manages group performance
- Manages internal and external relationships
- Builds group capability
- Inspires individual and team commitment in the pursuit of results

Performance through Accountability
- Models professional and ethical behaviour
- Displays courage in the provision of advice
- Applies business acumen
- Commits to personal development

Once you join us we will want you to exemplify the QFES shared values:
- Respect
- Integrity
- Trust
- Courage
- Loyalty

Screening
At the discretion of the selection panel appointment to this role may be contingent on the satisfactory outcome of a check of an applicant’s recorded criminal history. Applicants seeking appointment may be required to disclose any criminal histories and / or charges (including convictions which are not recorded), usually at tie of interview, as per the provisions of the Criminal Law (Rehabilitation of Offenders) Act 1986, section 9A(1)
A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. QFES may obtain information from the Queensland Police Service on whether or not an applicant is under investigation for a serious offence and, if necessary, information can be obtained concerning the person.

All personal information obtained in the application process will be treated confidentially and held securely by QFES. Applicants who have lived or worked overseas may be required to provide a current police clearance.

Failure to consent to the criminal history check may render the applicant unsuitable for the role.