

Position Profile

Designation:	Fire Officer – Kimberley (North-west)
Reporting to:	Regional Fire Manager – Kimberley (North-west)
Contract Type:	Full Time, Permanent
Supervises:	As required, permanent and casual staff, Indigenous rangers
Based:	Broome, Kimberley, WA. Extended periods of time at each of the AWC's Kimberley Sanctuaries and Partnership Areas.

Organisational context:

AWC is a pragmatic global conservation leader, restoring landscapes and providing hope for Australian wildlife. Guided by science, AWC delivers measurable conservation impacts at scale to secure the future of our most endangered species.

At AWC we are inspired by the unparalleled richness of Australia's wildlife and we are united by our determination to protect its unique animals and landscapes. It is our mission to effectively conserve all Australian wildlife and habitats and our vision is for a world where Australia's biodiversity is valued and effectively conserved by an engaged community.

The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other as a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders.

AWC's work is guided by the following values. At AWC, we are:

- **Accountable** – taking ownership of our actions and outcomes
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Respectful** – demonstrating care, recognition and integrity
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Sustainable** – delivering long-term financial and ecological viability.

OneAWC 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other.

AWC values:

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- Accountable – taking ownership of our actions and outcomes
- Informed – working together to acquire and apply evidence, knowledge and experience
- Respectful – demonstrating care, recognition and integrity
- Dedicated – committed to delivering effective outcomes, with resilience and tenacity
- Innovative – applying creative thinking for effective solutions
- Sustainable – delivering long-term financial and ecological viability.

Regional context:

In the Kimberley, AWC and partners, protects wildlife and their habitats across 7 properties and partnership areas, covering 4.3 million hectares; Mornington-Marion Downs and Charnley River - Artesian Range Wildlife Sanctuaries; in partnership with Yulmbu (Kija), Dambimangari and Wilinggin Traditional Owners, Ranger Groups and their representative Aboriginal Corporations and implements conservation management on Yampi Sound Training Area, in collaboration with Dambimangari people under contract with the Commonwealth Department of Defence.

Each year AWC's undertakes planned burning program through a combination of aerial and ground operations. The objective of the program is to reduce the occurrence, extent and impacts of late dry season wildfires, increase the area of 'long-unburnt' vegetation, ensure the protection of riparian and rainforest pockets and secure critical assets and cultural sites from fire threats.

Since its inception the program has expanded and now in partnership with pastoralists, Indigenous communities, private sector conservation and government agencies, incorporates 3 AWC sanctuaries, 2 Indigenous Protected Areas within 3 Aboriginal Partnerships and the Yampi Sound Training Area under contract with Department of Defence (Commonwealth Government), and several pastoral properties, covering approximately >5 million hectares of the Kimberley.

The program is achieved by delivering:

- A planned burning program that is coordinated across property boundaries.
- Wildfire suppression activities in association with AWC's partners and neighbours.
- Associated planning, monitoring, coordination, logistical support and reporting.

The Kimberley Fire Officer is responsible for assisting the Regional Fire Manager with management of the AWC Kimberley Fire Program including: fire management planning, (planned burning program and bushfire suppression), works programming, work standards, liaison and collaboration with affected partnerships, work health and safety on the fire ground and data recording.

Key relationships will include:

- The position reports to the Regional Fire Manager, and Regional Operations Manager, Kimberley.
- As required, the position supervises AWC staff, Indigenous rangers and Traditional Owners. You will work closely with operational staff at other Kimberley locations.
- You will also work closely with AWC's Kimberley Ecologists. Within AWC, the Operations and Science teams work in an integrated manner to design and deliver effective conservation fire management and to measure and report ecological health.

Deliverables

- Assist with planning, executing and reporting on AWC's planned burning and wildfire suppression programs across the AWC Kimberley Fire Program.
- Assist with co-ordinating AWC staff, Traditional Owners, Indigenous Rangers and Frontier pilots to undertake fire management operations across the project area.
- Ensure adherence to AWC policies and procedures, particularly HSE.
- Assist with the training of AWC staff and Rangers to undertake fire management operations.
- Undertake, implement and assist with fire management operations and training.
- Assist with compiling all necessary fire management data and submitting to the AWC Spatial Analyst for processing.
- Assist with fire management reporting for AWC and AWC's partners and other stakeholders.

Critical Competencies:

- **Getting things done:** you need exceptional planning and organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner and the ability to plan and implement burning operations under supervision of the Regional Fire Manager.
- **Working with people:** excellent communication and interpersonal skills including the ability to establish and maintain relationships with a diverse range of stakeholders including indigenous communities, pastoralists, government agencies etc.
- **Managing staff:** you need excellent people management skills, including the leadership of, managing, training and assisting with the coordination of remote teams of staff.
- **Paperwork/compliance:** demonstrated ability to maintain records, manage data, write reports and manage permit/authorization processes.
- **IT:** competent in the use of a full range of desktop and mobile applications (including QGIS/ArcGIS, Microsoft, Avenza, FULCRUM), and hardware including drones.
- **Resourcefulness:** the ability to improvise and 'problem-solve', developing practical solutions with limited resources.
- **Living in the bush:** previous experience of working and living in a rural area, preferably remote, and the supervision of teams in geographically diverse locations.
- **A passion for conservation:** a demonstrated passion for conservation work.
- **Willingness to travel:** An ability and willingness to work in diverse locations.
- **Willingness to conduct activities in helicopters and light planes:** helicopter and fixed wing activities are required extensively to undertake the duties associated with this role.

Qualifications, skills and experience:

- Qualification in conservation, land management, fire management or demonstrated experience in a relevant field.
- Familiarity with GIS software and the ability to produce maps and manage spatial data.
- Good verbal and written communication skills, able to communicate effectively with a range of audiences, including rangers and AWC employees.
- Experience in delivering projects in remote locations with a broad range of stakeholders, especially First Nations Australians.
- Prior experience desired working with the implementation of fire programs and/or working in tropical savannah regions of Australia (i.e. Kimberley, Top End, Cape York)
- Previous 4WD experience and/or qualifications and comfortable with solo remote travel.

Licenses & Certificates:

- Valid manual driver's licence.
- Senior first aid certificate or the capacity to readily obtain it.

Inherent requirements of the role:

The execution of tasks associated with the position will involve fieldwork in remote locations and can be away from an established field base, often in isolated locations and occasionally working alone. The working environment will be predominantly outdoors and often in the extremes of weather – hot and wet and/or dry, especially when conducting fire management operations. The position can be physically demanding and may require walking and climbing over rough terrain, heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. In addition, the applicant will conduct periods of office work, planning and assisting with projects. This role will at times be required to be “on call” for early dry season burning operations and late dry season fire mitigation work on a time in lieu basis.

Key Tasks & Responsibilities:

1. Liaison and Stakeholder management Assist Regional Fire Manager to: <ul style="list-style-type: none"> Engage with Traditional Owners, landowners and regional stakeholders in both the planning and implementation of the early dry season burn program. Liaise regularly with the Regional Fire Manager and partners including Wilonggin Aboriginal Corporation, Dambimangari Aboriginal Corporation, Yulmbu Aboriginal Corporation, Department of Defence and Frontier Helicopter pilots regarding current status of bushfires, planned response, incident control strategies and partner involvement. As required communicate with supporters and visitors to promote the AWC fire management program and the objectives.
2. Operation Planning, Implementation and Training In accordance with approved Operational plans and budgets: <ul style="list-style-type: none"> Assist with providing operational, logistical, planning and technical support to partners and stakeholders to manage fire operations in the Kimberley in accordance with AWC’s Fire Safety Management Plan and Project Risk Assessments, including the supervising of fire operations during the planned burn program and late dry season wildfire suppression. Working with the Regional Fire Manager to assist in the delivery of on the-job training and build the capacity of Indigenous ranger groups and other AWC staff in prescribed burning, fire suppression, burn planning and basic use of GIS. Coordinate the provision, maintenance and operational readiness of fire equipment. Participate in fire management activities that contribute to planned burning operations and wildfire suppression whilst adhering to AWC’s Safety Management Plan and PRA’s. Coordinate incident reporting and recording of actions undertaken.
3. Administration, Finance and Reporting As requested by the Regional Fire Manager, provide data required for the preparation of draft Operational plans, budgets and reports. <ul style="list-style-type: none"> Liaise with the Regional Fire Manager to manage expenditure ensuring accountability and cost effectiveness of fire management activities. Ensure all expenditure is approved by the Regional Fire Manager, in accordance with the approved budget and operational plan. Ensure expenditure is in accordance with AWC policies and procedures. If expenditure is not identified in the budget and operational plan, then seek relevant approval from the Regional Fire Manager or Regional Operations Manager. Ensure that expenditure falls within the financial delegation limits as per the position, unless authority has been sought from the Regional Fire or Operations Manager.

- Maintain other records in relation to carrying out land management program as required.
- Maintain GIS records of planned burning activities and fire suppression.
- Maintain other records in relation to carrying out fire program as required.
- Assist Regional Fire Manager to prepare internal AWC reports and partnership reports.

4. Safety and Risk Management

Safety and Risk Management

- Assist with on-going risk assessments and reviewing the risk management and safety management plans as they relate to fire management in the Kimberley.
- Ensure the storage and use of hazardous materials and equipment is consistent with accepted safety standards.
- Ensure that any staff for which you have supervisory responsibility, have undertaken adequate training before they use plant, equipment, tools and/or vehicles or engage in any fire related operations.
- Ensure incident reports (including near miss reporting) are completed in a timely manner per AWC policies and procedures.
- Maintain a working knowledge of AWC's Safety policies and procedures.

5. Leadership

- As delegated, manage a small team of Land Management Officers, Partner staff/Rangers, volunteers and/or external contractors in the field.
- Promote AWC's mission and values amongst AWC staff, partners and stakeholders

6. Undertake other tasks as required

- As required by the Regional Fire Manager or Regional Operations Manager, undertake other specified tasks as required.
- Comply with all AWC policies and procedures.