



JOB TITLE: Chief Officer CLASS: Executive VERSION DATE: May 2019	ORGANISATION: SA Country Fire Service BRANCH: Executive
REPORTS TO: <ul style="list-style-type: none"> Minister for Police, Emergency Services and Correctional Services 	DESIRABLE QUALIFICATIONS: Tertiary qualifications at degree level or above in a management discipline or similar.
ORGANISATIONAL OVERVIEW <p>The South Australian Country Fire Service (CFS) serves country communities through dedicated volunteers delivering professional fire and rescue services to outer metropolitan, regional and rural South Australia. With 13,500 volunteers contributing in excess of three million hours a year to the safety of the community, our vision is to build on a reputation as a trusted, responsive and effective community based fire and emergency service organisation.</p> <p>The CFS has divided South Australia into six regions in order to effectively manage the organisation and provide a highly responsive emergency service across the state. The CFS works alongside the SA Metropolitan Fire Service and State Emergency Service during a range of adverse events, in addition to working closely with local government to assist with strategies for fuel reduction and to educate the community about bushfires and fire safety.</p> <p>Through membership on the Board of the South Australian Fire and Emergency Services Commission (SAFECOM), the Chief Officer represents the CFS to actively collaborate with fire and emergency services peers to set the strategic direction and monitor functions of the Commission, while also assessing the performance and outcomes of the Commission against its statutory and strategic responsibilities.</p>	
PRIMARY PURPOSE <p>The Chief Officer is responsible for providing efficient and responsive services in country South Australia for the purpose of fighting fires, dealing with other emergencies, or undertaking any rescue. As the head of the Service, the Chief Officer has ultimate responsibility for the management and administration and operations of the CFS.</p> <p>As a Statutory member of the SAFECOM Board, the Chief Officer is responsible for achieving outcomes as described within and in compliance with the <i>Fire and Emergency Services Act 2005 (SA)</i>. Additionally, the Chief Officer's membership in the Emergency Service Sector (ESS) Executive and the State Emergency Management Committee requires active collaboration, cooperation and engagement with all emergency services organisations within South Australia and interstate.</p>	

KEY RELATIONSHIPS AND INTERACTIONS

- Operationally accountable to the Minister for Police, Emergency Services and Correctional Services.
- Administratively accountable to the Chief Executive, South Australian Fire and Emergency Services Commission (SAFECOM).
- Close, collaborative working relationships with the Metropolitan Fire Service (MFS) and the South Australian State Emergency Service (SES).
- Significant working relationships with agencies at both State and National level on rural emergency management matters as the Country-State's representative.
- Collaborative relationship with key stakeholders and senior staff across the State to ensure adequate provision of strategic and operational requirements are available.
- Key member of several national bodies including Australasian Fire and Emergency Service Authorities Council (AFAC).
- Working relationship with the Country Fire Service Volunteers Association.

KEY CHALLENGES

- Balancing operational command skill and technical professional knowledge with statutory obligations to effectively manage budget and resources of the agency.
- Continually matching knowledge to matters which have strategic impact across the CFS, generate new paradigms to drive reform to service all business functions and make judgements about the values of alternative opportunities where choices often lack precedent.

EMPLOYMENT CONDITIONS

- Employment conditions will be governed by the *Fire and Emergency Services Act 2005*
- The incumbent will be expected to work in a manner consistent with the Code of Ethics for the South Australian Public Sector.

SPECIAL CONDITIONS

- Considerable inter/intrastate travel, necessitating overnight stays will be required
- Frequent out of hours work may be required
- A current driver's licence and a willingness to drive are essential
- Required to hold a current national criminal history check

KEY OUTCOMES OF THE ROLE

- Ensure regional and country South Australia is provided with adequate, effective and reliable fire and emergency response services.
- Provide a clear vision, leadership and strategic direction to the CFS, staff, volunteers and the community to ensure the CFS achieves its aim of ensuring a safer community.
- Create a culture of one fire service, irrespective of the employment status or location of both CFS staff and volunteers.
- Exercise extensive legislative powers and responsibilities conferred by legislation, and determine the appropriate courses of action for the management of incidents consistent with the Chief Officer's role.
- Ensure the CFS embodies its vision and mission statements to continue to lead a trusted and effective community based fire and emergency service, with its key mission to create an integrated and trusted fire and emergency service contributing to safer and more resilient communities.
- Ensure that the CFS has the most appropriate capability, structure and systems in place and that the culture of the organisation reflects the commitment to service, efficiency and collaboration.
- Influential leadership – sponsor CFS's leadership development activities which strive towards a supportive and high performing culture, and accountable and confident leaders.
- Promote, protect and enhance the CFS brand.
- Achieve constructive industrial relationships with employees and their unions that enable the CFS to meet its statutory obligations and community expectations.
- Develop operational policies, risk mitigation strategies for the protection of life and property that are cognisant of the complex environment which constitutes the CFS's area of responsibility.
- Provide strategic advice to the Minister on CFS managed incidents as well as response capability, readiness and risk management.
- Lead the delivery of operational and regulatory frameworks for the protection of lives, property and the environment.
- Model and communicate the CFS's position at a State and National level, steering the development and implementation of strategy with CFS as an expert agency.
- Oversee appropriate employment and volunteering frameworks for the CFS to ensure the agency is strategically placed to deliver a high standard of fire and emergency service.
- Drive a continuous improvement agenda for the CFS maintaining strategic oversight of the development of objectives in line with government direction and priorities.
- Lead research and provide expertise to various steering committees, inquiries, councils and boards as this State's principal adviser on bushfire, and the management of significant and emerging issues regarding country emergency management.

ESSENTIAL CAPABILITIES

- Demonstrated executive leadership in emergency services.
- Ability to embed prevention and risk management for enhanced community safety and resilience as fundamental principles of all duties including research, strategies, tactics, policies and plans.
- Significant experience in leading multi-disciplinary teams.
- Demonstrated experience in providing effective leadership in a command-control environment.
- Demonstrated highly developed strategic leadership capabilities and a proven record of executive management.
- Enhancing systems to comprehensively integrate prevention and community safety and resilience.
- Ability to drive the agency's contribution to intrastate and cross-jurisdictional planning and strategy development.
- Highly developed comprehensive understanding of existing and potential threats across the emergency management portfolio.
- Demonstrated experience at leading cultural change to align with wider community expectations.
- Ability and experience in analysing organisational effectiveness and initiating and managing change in a dynamic work environment.
- Ability to manage and influence key stakeholders to obtain the best outcomes for the community.
- Proven public relations and media management skills.

DESIRABLE CRITERIA

- Demonstrated executive leadership in fire services is highly desirable.
- Significant technical knowledge and understanding to enable fulfilment of the role of Chief Officer.

Competency	Behavioural Indicators
Shapes Strategic Thinking and Change	<ul style="list-style-type: none"> • Creates vision • Inspires • Thinks and acts strategically • Leads and influences change • Solves problems
Achieves results with integrity	<ul style="list-style-type: none"> • Achieves and delivers results • Manages resources (people and budgets) • Drives organisational effectiveness • Exercises sound judgement • Manages compliance with legislation • Assumes Accountability • Evaluates • Applies Technical Expertise
Drives Business Excellence	<ul style="list-style-type: none"> • Influences organisational performance • Predicts and plans for future organisational needs • Leads and develops people • Builds capability and expertise • Promotes a customer service ethos • Directs Resources
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Develops and uses political savvy • Negotiates and influences • Manages Conflict • Promotes information sharing and the gathering of knowledge • Established and maintains strategic networks • Communicates clearly and adapts to audience
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Models the South Australian Executive Service values • Engages with risk and shows personal courage • Displays flexibility and resilience • Demonstrates self-awareness and a commitment to personal development • Promotes and integrates diversity into the workplace • Values wellbeing for self and others