

# POSITION DESCRIPTION

## Bushfire Management Officer

### POSITION DETAILS

Date of Position Description	August 2025
Position Title	Bushfire Management Officer
Position Grade	10
Directorate   Business Unit	City Assets & Operations   Environment & Sustainability
Reports to	Supervisor Natural Areas
Physical Requirements Category	Category 3 - Combined role with some Physical Requirements
Job Location	316 Victoria Road, Rydalmere (Council retains the right to alter locations should the operational need arise)

### POSITION OVERVIEW

This position operates within Council's Natural Areas team and is responsible for the coordination of Council's Bushfire management program ensuring that Council achieves best practice bushfire risk management, and meets the objectives of the Hunters Hill, Lane Cove and Ryde Bushfire Risk Management Plan.

### KEY RESPONSIBILITIES

#### Role Specific

- To plan an annual hazard reduction program in coordination with internal and external stakeholders.
- Manage Asset Protection Zones and associated contractors that contribute to managing bushfire hazards on Council management lands.
- Implement the actions of the Hunters Hill Lane Cove Parramatta Ryde Bushfire Risk Management Plan and represent Council on the Hunters Hill Lane Cove Parramatta Ryde Bushfire Risk Management Committee.
- Respond to customer requests regarding bushfire issues and coordinate and implement appropriate response and actions in accordance with Council's policies and strategic direction.
- Develop and review procedures and practices related to bushfire management to reflect changing industry standards and policies.
- Ensure capacity to deliver Council's hazard reduction program is maintained and enhanced, through Council staff development and training programs, key agency and landholder partnerships and through engagement and management of contractors.
- Prepare media responses (for approval) as they relate to bushfire management of Council-managed land.
- Seek and coordinate grant funding opportunities and applications to assist in the delivery of bushfire management actions.

#### Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.

- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

## KNOWLEDGE

### Qualifications

- Degree qualifications in bushfire management or environmental related discipline such as ecology, land and/or natural resource management.
- NSW Class “C” Drivers Licence.

### Experience

- Minimum 5 years’ experience in a relevant discipline (environmental resource management, biodiversity, fire, catchment management).
- Demonstrated knowledge of bushfire and threatened species legislation and other relevant local government, environmental and planning legislation.
- Demonstrated high level knowledge of fire ecology and regimes and how this can be applied in managing bushfire hazards.
- Demonstrated experience in developing and delivering community education and awareness programs related to bushfire management.
- Demonstrated experience in bushfire planning and hazard management (including management of contractors).
- Demonstrated experience in the development, implementation and review of strategies and policies.
- Demonstrated experience in preparing and reviewing Part 5 (REF) Assessments.

### Skills

- Excellent verbal, written and oral communication skills.
- Ability to effectively advocate for high quality outcomes across different disciplines and audiences.
- Ability to foster strong and productive networks and working relationships.
- Ability to prepare and provide clear and appropriate expert advice on bushfire matters.
- Ability to effectively prepare, project manage and implement the delivery of Asset Protection Zone and Bushfire.  
Risk Mitigation works and contracts.
- Superior interpersonal skills in leadership, coordination, negotiation, teamwork and consultation.
- Highly developed ability to seek, analyse and evaluate customer needs and integrate them into the delivery of successful outcomes.
- Demonstrated organisational and time management skills, ability to prioritise and manage competing workloads to drive outcomes.
- Demonstrated high level application of analytical, creative thinking and problem-solving skills in a complex, multidisciplinary environment within a government context.
- Highly developed ability to seek, analyse and evaluate customer needs and integrate them into the delivery of successful outcomes.