Position Description
Fire Management Coordinator North

Sustainable Timber Tasmania manages Tasmania's public production forest for a vast array of environmental, social and economic values. Managing these forest values respectfully, innovatively and sustainably is at the heart of everything we do. As a Government Business Enterprise, we are committed to sustainably managing the forest estate, sustainably supplying timber and sustainably growing our business. Sustainable Timber Tasmania is proud to be a recognised as a Tasmanian Employer of Choice. Our people are key to the success of the business and we invest in the development of a flexible, diverse, supportive and inspiring workplace.

ORGANISATIONAL CONTEXT

Division:	Operations	**Group:**	Fire Management

POSITION PURPOSE

The Fire Management Coordinator is responsible for delivery and coordination across all aspects of fire activities.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10187	Fire Management Manager (000217)	Senior Forest Officer Fire NW Senior Forest Officer Fire NE	Camdale, Perth or other location within region by negotiation

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2025
Broadband Classification	E

POSITION ACCOUNTABILITIES

Duties and responsibilities include, but are not limited to the following:

- Provide leadership and management to staff, provide clear direction and undertake job coaching, mentoring to team members to meet agreed business objectives and ensure performance issues are addressed, and performance and development plans are implemented
- Manage, monitor and report on fire management operational programs including timelines, budget, cost benefit, risk analysis and resources to successfully deliver and implement projects
- Manage contractor and staff safety compliance in accordance with work health and safety legislation, procedures, contractual arrangements and FOS plans to achieve corporate safety goals
- Assist in developing and managing the group/team budget in accordance within the agreed policies and procedure
- Monitor and report on compliance with relevant Acts, Regulations and forest certification standards to meet legal and certification requirements and report non-conformances and provide and implement recommendations as required.
- Develop and implement strategic fuel management plans for fire management in cooperation with other agencies and land managers
- Coordinate and implement preparations associated with ensuring the Regions are fire ready ahead of the commencement of the fire season.
- Participate in fire management and suppression activities, including being on the fire roster, and playing a key role as part of Inter-Agency Incident Management Teams (AIIMS)
- Assist in managing, delivering and reviewing fire services agreements and contracts
- Represent the business at multi-agency forums and committees
- Manage the delivery of identified strategic programs or responsibilities

KEY COMMUNICATIONS

- Maintains collaborative working relationships with contractors, employees and relevant key stakeholders.

QUALIFICATIONS AND EXPERIENCE

Essential

- Demonstrated fire management experience within a forest or land management environment
- PUA20713 Cert II in Public Safety (Forest Firefighting) or equivalent
- Sector Commander qualifications or relevant experience
- AIIMS qualifications or relevant experience
- Provide First Aid or equivalent

Desirable

- Forest Practices Officer warrant

CAPABILITIES – SUPERVISOR / TEAM LEADER

Leads Business	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Prioritising and Planning	Defining individual and team work priorities, actions plans and resources to facilitate the efficient delivery of work.
	Decision Making	Applying a systematic process for evaluating and selecting the most appropriate course of action given available information.
Leads People	Coaching	Provides guidance and shares knowledge, approaches and information to build knowledge and skills to achieve work objectives.
	Delegating and Empowering Others	Sharing responsibility down through the business unit to grow capability and effectively achieve team objectives.
	Facilitating Change	Encouraging others to improve processes, systems and products; leads change initiatives helping others to overcome resistance and adapt to new ways of working.
Engages Others	Building Partnerships	Proactively builds and maintains collaborative business relationships with people inside and outside (if relevant) of STT to facilitate the effective delivery of business goals.
	Influencing Others	Formulates a persuasive argument to build commitment to an agenda or influence others' commitment to a course of action or plan.
	Building Customer Relationships	Initiates, builds and maintains strategic customer relationships to facilitate the effective delivery of business goals.
Leads Self	Courage	Proactively addresses difficult situations, advocates for others and takes definitive actions to protect the interest of individuals, the organisation and the environment.
Values	1. Respect – We create safe spaces	
	2. Responsibility – We take ownership	
	3. Growth – We create sustainable value	
	4. Excellence – We make it happen	

CHALLENGES

The main challenges facing the position include:

- Balancing strategic fuel management, fire preparedness activities and operational delivery across a large and geographically dispersed estate, while managing competing priorities, limited resources and changing business needs.
- Leading and coordinating effective fire response and suppression activities in high-pressure, rapidly changing environments where decisions have significant safety, environmental and operational consequences.
- Maintaining strong collaborative relationships with contractors, land managers and emergency response agencies to achieve consistent, compliant and effective fire management outcomes across multiple jurisdictions and stakeholders.

OTHER REQUIREMENTS

- Required to participate in fire protection activities
- Must undertake and pass the annual fire fighter health risk evaluation, comprising both the medical assessment and the fitness test
- A medium Rigid Drivers Licence would be an advantage
- Required to participate in the Performance Development process
- Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role
- Must comply and adhere to the organisations policies and procedures, including the Code of Conduct.
- Out of hours work maybe required and all staff are to be available for rostered fire duties on weekends, public holidays and outside normal work hours
- Must adhere to duty of care responsibilities to yourself and others under health and safety legislation

ORGANISATION CHART

