Position Description

Position Profile

Position Title	**Directorate**
Position Number	**Department**
Cost Centre Code	**Organisation Unit**
Work Location	**Reports to Title**
Employment Type	**Direct Reports**
Position Classification	**Indirect Reports**
Accountability Level	**Budget**

Primary Purpose

Role of Fire Rescue Victoria

Fire Rescue Victoria (FRV) is a modern fire and rescue service that meets the needs of twenty-first century Victoria. Established on 1 July 2020, FRV serves to protect communities across Melbourne and Victoria's major regional centres 24 hours a day, seven days a week, employing more than 3,500 operational career firefighters and 540 corporate, administrative, technical, workshop employees and apprentices. Operating in 85 FRV fire stations that consist of 47 fire stations in metropolitan Melbourne and 38 regional stations, most of which are co-located with Country Fire Authority (CFA) volunteer brigades. Our highly trained people work proudly as one within the emergency services sector and also provide support to communities throughout Australia and the world as required.

The functions of FRV under the *Fire Rescue Victoria Act 1958* (Vic) are to provide fire suppression and fire prevention services across the prevention, preparedness, response, and recovery continuum. FRV delivers a range of fire and other emergency management services that includes; responding to fires, complex rescues, road crashes, medical emergencies, hazardous chemical spills and other emergencies, with the purpose to keep Victorian communities safe; drive systemic change to the built environment by advocating for reforms to building design, regulations and legislation and to educate the community through fire prevention programs that improve community safety and build resilience.

Role of the Directorate

Position Description

Accountabilities

Functional

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Engage Our People

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Build a Safer Community

Understand and meet community and stakeholder requirements.
Work effectively with all stakeholders including the emergency services sector.
Understand and manage community expectations and targets.
Maintain effective, positive, sensitive community relationships.
Manage and mitigate local community safety risks.

Educate organisational and community members in safety and deliver community safety programs.

Achieve Organisational Excellence

Create a One FRV approach.
Support other teams to achieve their results.
Implement regulatory and legal requirements.
Ensure adherence to policies, systems, practices and standards.
Maintain organisation assets.
Ensure effective and efficient use of organisation allocated funds.
Monitor and scan the environment and understand impact on function.
Carry out incident debriefs.

Identify and report corporate risks.

Position Description

Capability Profile

Qualifications

Work Experience

Key Competencies

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Acknowledgment

I acknowledge the information contained in this position description accurately reflects the organisational requirements and the qualifications, experience and competencies necessary to safely and effectively perform the role. I further acknowledge that the information contained within this position description will be relied upon for the purposes of determining the position classification level and annual position objectives.

	Name	Signature	Date
Employee			
Manager			
ACFO / Director / Executive Member			

Classification

FRV People Leaders are required to review Work Level Descriptors and recommend a classification to Human Resources who will confirm the classification level. In the event the classification level cannot be agreed utilising work level descriptors, Human Resources shall arrange for the evaluation panel to be convened to conduct a secondary evaluation utilising the Mercer CED job evaluation methodology. For further guidance please refer to Work Level Descriptors – A Guide for Managers and Employees.

	Classification	Name	Signature	Date
Work Level Descriptor				
Human Resources Committee				
Evaluation Panel				
Classification Committee				