Position Description



Guidance Note

A position description accurately reflects and outlines, amongst other things, the purpose of the position, its accountabilities and the qualifications, experience and competencies necessary to safely and effectively perform the position. Managers, ACFOs and Directors must discuss their resourcing requirements with the relevant Deputy Commissioner or Deputy Secretary and Executive Director who will approve position requirements for planning and budgeting purposes prior to an evaluation being conducted. FRV People Leaders must ensure that any proposed changes to the departments resourcing profile can be accommodated within their approved existing budget. Endorsed position descriptions must be signed by the employee, Manager, ACFO/Director and FRV Executive Member or delegate to be submitted to Human Resources.

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

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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

Evaluation Panel

Classification Committee

Capability Profile				
Qualifications				
Work Experience				
Key Competencies				
1				
2				
3				
4				
5				
6				
7				
8				
Acknowledgment I acknowledge the information conto safely and effectively perform the position classification level and annual control of the	ne role. I further acknowledge that	ccurately reflects the organisational req the information contained within this p	quirements and the qualifications, experie oosition description will be relied upon fo	ence and competencies necessary or the purposes of determining the
	Name		Signature	Date
Employee				
Manager				
ACFO / Director / Executive M	<i>l</i> lember			
classification level cannot be agre	ed utilising work level descriptors,	Human Resources shall arrange for	uman Resources who will confirm the cl the evaluation panel to be convened to ptors – A Guide for Managers and Emplo	conduct a secondary evaluation
	Classification	Name	Signature	Date
Work Level Descriptor				
Human Resources Committe	е			