

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	Psychological Business Partner	Directorate	Office of the Fire Rescue Commissioner
Position Number	95005479, 95005480, 95005481	Department	Health, Safety and Wellbeing
Cost Centre Code	4002 Health and Wellbeing	Organisation Unit	Select Organisation Unit
Work Location	SPRG - Spring Street Office	Reports to Title	Senior Psychological Business Partner
Employment Type	Full time Employee	Direct Reports	
Position Classification	FRV 5	Indirect Reports	
Accountability Level	Work Level 1 - Quality	Budget	\$ 0.00

Primary Purpose

The primary purpose of the position of the Psychological Business Partner is to provide early intervention counseling services to FRV staff members, ensuring effective assessment, service delivery and referral practices are delivered in accordance with best mental health and wellbeing practices.

The incumbent will also support the delivery of proactive Health and Wellbeing initiatives, by assisting key HSW staff in their delivery of health and wellbeing services (such as supervision within the FRV Peer Support Program, and on call services).

The role will also provide psychological education and screening services to staff (operational and non operational). Out of this service, the business partner may facilitate referrals and follow ups (where required) to internal and external support services. The Psychological Business Partner service is delivered on site, meaning that travel to FRV Fire Stations and work locations is required.

The Psychological Business Partner will also assist with on call services, as part of a rotating roster.

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

The Commissioner's Office is responsible for all aspects of the work of Fire Rescue Victoria, including the health safety and wellbeing of all staff, Government liaison on any matters that relate to FRV, performance monitoring and assurance activities and specialist practise leadership including PFAS.

Position Description

Accountabilities

Functional

- 1 Carry a case load of clients through provision of comprehensive and flexible psychological services including; assessment, goals for intervention, treatment planning and evaluation and referrals in accordance with professional, ethical and relevant Mental Health standards.
- 2 Provide specialist support to FRV staff including Peer Support Officers (including a component of Peer Supervision), HSW staff to deliver best practice mental health and wellbeing services.
- 3 Accurate collection, recording, collation and reporting of mental health data and information (case notes, statistics, client records and files) in accordance to organisational clinical governance and legislative protocols.
- 4 Provide on call services as part of a rotating roster of clinical staff.
- 5 Contribute to the design, development, integration and delivery of psychological programs, services, practices, procedures and protocols within the FRV (including Employee Support Program, Education Program and Mental Health and Wellbeing Action Plan).
- 6 Undertake psychological and wellbeing screening of staff, and provide solution focused, strength based treatment guidelines (where required).
- 7 Deliver group based mental health checks/ conversations and education session in conjunction with Peer Coordinators across regions and districts.
- 8 Liaise with Medical Services Providers and other organisations within the regional psychological services network to ensure continuity of psychological care, and to ensure that FRV health, safety and wellbeing services reflect best psychology practices.

Engage Our People

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| <ul style="list-style-type: none"> Live the organisational values. Be an active and positive team member. Create effective manager and peer relationships. Communicate constructively with manager, peer and team. Take personal responsibility for performance planning, career and skill development. Perform work in accordance with legislation, policies and procedures. Enact duty of care to self and peers. Contribute to team safety. Report all hazards, near misses, incidents and accidents. | <ul style="list-style-type: none"> Maintain knowledge of health and safety relevant to the position. Use and maintain all safety and personal protective equipment. Notify manager of any injury or illness as soon as possible. Submit medical certificates as soon as possible. Co-operate to achieve successful return to work following illness or injury. Attend medical appointments in non-work time, where practicable. |
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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

- Full unconditional registration as a Psychologist with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA); or
- Accredited as a Mental Health Social Worker with the Australian Association of Social Workers (AASW)- essential;
- AHPRA registration as a Board Approved Supervisor (desirable); or AASW Association Accredited Supervisor (desirable),
- Current valid driver's license

Work Experience

- +3 years.
- Demonstrated experience in providing psychological counseling services (required) / to Emergency Services / Agencies (operational and/or corporate) - desirable.
- Demonstrated knowledge of Emergency Services organisations and issues related to these working environments, in particular trauma risks (including PTSD, high prevalence disorders, substance use disorders and relationship issues) and organisational culture issues. (desirable)
- Demonstrated ability to work and communicate sensitively and effectively with Emergency Services staff (operational and corporate).

Key Competencies

1	Counselling	Effectively uses a variety of tools and methods to encourage peers and colleagues to change behaviour and / or overcome physical / emotional barriers.
2	Health & Safety	Understands and follows applicable legislation, regulations, and other standards to establish and/or maintain a safe work environment.
3	Relationship Building	Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual regard.
4	Interpersonal Influence	Influence others within the organisation to be excited, enthused, and committed to furthering the organisation's, departments or teams objectives.
5	Ethics and Integrity	Earns the trust, respect, and confidence of team members and customers through consistent honesty, forthrightness and professionalism in all interactions.
6	Organisational Awareness	Knows how social, political, organisational, and technological systems work and operates effectively within them. This includes organisational or department policies, procedures, rules and protocols.
7	Coaching & Mentoring	Actively partners with others to provide them with information, techniques, instruction, feedback and encouragement to maximize their success in the role.
8	Listening	Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

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	Employee Name		
Manager	Manager Name		
ACFO / Director / Executive Member	Carnedd Williams		

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		Manager Name		
Human Resources Committee				
Evaluation Panel				
Classification Committee				