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Position description

Details

TITLE	Community Based Bushfire Management Facilitator	POSITION NUMBER	Multiple
CLASSIFICATION	PTA level 4	REPORTS TO	Manager Community Safety
DEPARTMENT / BUSINESS UNIT	Community Service Delivery / Regions	LOCATION	Regional location as advised
DIRECT REPORTS	Nil	DATE	July 2023

Our organisation

WHO WE ARE	CFA is a Statutory Authority accountable to government for the delivery of emergency services through its paid and volunteer workforce
VISION	Victorian communities are prepared for and safe from fire
MISSION	To protect lives and property

Our values and guiding principles

These key behaviours are consistent across CFA and all staff will perform their positions in accordance with the following:

We put SAFETY first	We are committed to ensuring the safety of the communities we protect. We actively pursue zero harm. We want everyone to get home safe and well. We have a harmonious workplace. We encourage discussions on safety matters.
We excel through TEAMWORK	We work together to achieve our mission. We openly share information and resources and acknowledge each other's strengths. We work cooperatively in inclusive teams. We work collaboratively for the benefit of the Victorian community. We respect and embrace open communication.
We are dynamic and ADAPTABLE	We are dynamic and constantly adapting in response to community need. We are open to the challenge of a changing environment. We are proactive and make it happen. We challenge the status quo and recognise innovators. We learn from each other and our community.
We act with INTEGRITY	We act with integrity at all times. We are truthful, open and honest. We consistently lead by example. We make transparent and timely decisions. We speak up if we see something wrong. We are accountable and will hold one another to account.
We RESPECT each other	We treat everyone fairly and with respect. We acknowledge each other's ideas, opinions and contribution. We welcome diversity. We show empathy and understanding. We respect the time of our people.

Victorian communities are prepared for and safe from fire

OUR VISION

Primary purpose Including context and background

The Community Based Bushfire Management (CBBM) facilitator plays a pivotal role in contributing to the Victorian Government's Safer Together policy to reduce bushfire risk: enhancing resilience through a strengths-based community development approach. The role will facilitate community-centred initiatives that support and enhance resilience and adaptation in a changing climate, and will provide opportunities for community to participate and take local action in bushfire management activities. The role brings together multi-agency partners to work collaboratively with community in a place based approach to risk reduction and preparedness. The central purpose is to strengthen connections and partnerships within communities, and across local governments, the Department of Energy, Environment and Climate Action (DEECA), regional and district stakeholders and other community-based and emergency management agencies.

The CBBM facilitator is based within the regional CFA team, and joins a cohort of facilitators throughout the state within different regional teams across CFA, DEECA and local government. At the state level, the facilitator is part of the multi-agency Community First team, focused on building relationships within and across communities and agencies at varying scales, applying evidence-based approaches to enhance collaboration and community resilience. Facilitators are supported by the CBBM Coordinator who advocates for CBBM across the sector, providing state-wide coordination of community-based approaches to bushfire management across the partner agencies.

Specific duties and accountabilities

- Facilitate community-centred, place-based initiatives that support bushfire and emergency preparedness and resilience building in conjunction with DEECA, local government, regional stakeholders and other community-based and emergency management agencies.
- Apply a strengths-based community development approach to working with communities, building collaborative and inclusive partnerships.
- Work with communities to strengthen shared understanding of risk and build capability and capacity to adapt to changing climate and increasing disasters.
- Collaborate effectively with regional/district CFA teams and regional/district sector partners to ensure CBBM is integrated into regional strategic planning.
- Develop and maintain strong collaborative relationships and partnerships across the sector, building trust and rapport, to ensure program success.
- Plan, implement, monitor and report on progress to enable evaluation and the continuous development of community-centred practice.
- Represent the CBBM approach in appropriate forums and draw on diverse and evidence-based knowledge sources to support learning-centered practice and continuous improvement.
- Ensure diversity, equity, inclusion, and justice are considered in all CBBM initiatives.
- Other reasonable duties as required.

Safety, Wellbeing and Environment

CFA employees have specific accountabilities for safety, wellbeing and environment (SW&E) at work. They must:

- Comply with all measures taken to safeguard them while at work, including SW&E policies, procedures and instructions.
- Attend any training or briefing required to provide them with SW&E information needed to carry out their role safely.
- Report any SW&E incident, near miss or unsafe situation without delay.
- Become familiar with emergency and evacuation procedures and comply with any instruction given by nominated people (such as fire wardens or first aiders) in the event of an emergency at their work location.
- Use and maintain any safety devices and/or personal protective equipment provided for their safety.
- Be conscious of the importance CFA places on environmental care and take steps to ensure that no environmental harm results from any of their actions.
- Act in a manner which demonstrates a commitment to CFA Child Safe policies and comply with the Victorian Government Child Safe Standards.

- CFA employees act in an environmentally responsible manner at all times.

Diversity and Inclusion

- Act in a manner which demonstrates a commitment to CFA Diversity and Inclusion policies, procedures and regulations.

Code of Conduct and Behavioural Standards

- Demonstrate CFA values and behaviours and comply with the Code of Conduct and Behavioural Standards.
- Follow the guiding principles to:
 - Act with integrity at all times
 - Be truthful, open and honest
 - Treat everyone fairly and with respect, including other CFA Members, Officers, CFA visitors and members of the public.

Policies and Procedures

- Comply with CFA policies, procedures and regulations

Child Safety

- At CFA, we are committed to creating a child safe environment that promotes the safety and wellbeing of all children and young people with whom we have contact. CFA has a zero tolerance to all forms of child abuse and harm and will act to protect children and young people by effectively responding to allegations and complaints, including reporting matters to relevant authorities. Children within CFA are supported to express their culture and enjoy their cultural rights. CFA has a zero tolerance of racism and expects staff will act on any incidents of racism. There is an expectation that all staff have, and maintain, a commitment to child safety, equity and inclusion, and cultural safety.

Key selection criteria

- Tertiary qualifications in social science/community development, and/or 3+years equivalent experience in community development and place-based approaches.
- Demonstrated understanding and application of evidence-based community development, disaster resilience approaches, and community engagement practices and principles.
- Capacity to design, enable and facilitate strengths-based, community-centred practice that encourages collaborative learning and innovation with communities and relevant stakeholders.
- Excellent interpersonal skills with ability to form and maintain genuine relationships and partnerships to build trust and work collaboratively on community-centred projects.
- Strong verbal and written communication skills, with substantial experience using various facilitation methods to exchange ideas, insights and impact in face-to-face and virtual environments.
- Demonstrated skills in managing time, setting priorities, planning and reporting to achieve specific and set objectives.

General requirements

- Hold a valid Working with Children Check
- Be prepared to participate in Incident Management support roles appropriate to experience and qualifications.
- There may be times when it is required to work outside normal business hours i.e. evenings and weekends to meet requirements of our volunteer members.
- Some travel expected, and valid driver's licence required.