



ROLE DESCRIPTION MITIGATION CREW MEMBER

Cluster	Stronger Communities
Directorate / Business Unit	Field Operations Area Command
Role Number	Various
Grade	RFS Level 1
ANZSCO Code	841999
PCAT Code	1119192
Date of Approval	June 2022
Website	www.rfs.nsw.gov.au

About Us

The NSW Rural Fire Service (RFS) protects the community and our environment by minimising the impact of fire and other emergencies. Our shared vision is to provide a world standard of excellence in the provision of a volunteer-based community fire and emergency service.

The RFS is established under the Rural Fires Act 1997 and is responsible for preventing and suppressing fires in rural fire districts, as well as being the lead agency for bush fire-fighting across the State. The agency also operates under the *State Emergency and Rescue Management Act 1989*. For over 100 years the RFS has been a significant part of the history and landscape of NSW and is widely acknowledged as the largest volunteer fire service in the world.

Fighting fires and protecting the community from emergencies is the most visible aspect of the RFS. The Service also has many responsibilities as the lead agency for bush fire management and mitigation in NSW. Working closely with other agencies, the RFS responds to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

Role of the Area

Areas are responsible for taking charge of and leading their teams and Districts to ensure capabilities and performance meets organisational, member and community expectations. Areas will ensure that all services are delivered to the highest standard and work with other areas to support organisational needs.

Role Purpose

This role will be part of a dynamic team undertaking a variety of tasks including hazard reduction, mitigation works, the Assist Infirm, Disabled and Elderly Residents (AIDER) program, supporting RFS Brigades and other operational support tasks across NSW.

Key Accountabilities

1. Undertake hazard reduction work and AIDER program activities in accordance with RFS procedures and industry best practices
2. The crew member frequently communicates internally with fellow crew members, the crew leader and RFS volunteer members, and externally with customers, stakeholders, contractors and members of the community about AIDER, mitigation functions and operational support tasks.
3. Undertake operational and logistical support roles at incidents, including: incidental firefighting operations as required; support to airbase operations; base camp operations; and emergency management support.
4. Operate within appropriate policies and guidelines to ensure quality of services provided is maintained at an appropriate standard.
5. Assist with the collection and collation of relevant data for reporting.
6. Complete all work as specified in the relevant personal work plan, mitigation work plans or as directed by the Area Command.
7. Operate in an environment that may call for flexible approaches to managing workload, working with others, and attending to tasks at short notice.
8. Participate in a proactive approach to the continuous improvement of work health and safety, ensuring safe system of work and commitment to member wellbeing.
9. Ensure behaviours and actions align to the NSW RFS code of conduct at all times.

Essential Requirements

- NSW RFS Bush Firefighter (BF) certification or its equivalent (or willingness to obtain within 4 weeks)
- A current drivers licence, Class P1 or above
- Have and maintain a level of physical fitness appropriate for arduous bush firefighting or similar intense and sustained physical activity
- Ability and willingness to travel regularly throughout NSW
- Aboriginality and/or Torres Strait Islander descent/identity (requirement for identified roles only)
- A willingness to undertake training to obtain NSW RFS mainstream and specialist qualifications, as defined by your Manager
- A willingness to work in remote locations, to stay in base camps, to travel in light aircraft, to obtain and maintain relevant licences and heavy machinery permits, and to train in the use of light machinery.
- Your Role requires you during operational incidents to undertake duties consistent with your skills and background as directed, to support fire and emergency services response.

In addition to the above, a crew member will be unable to continue operations without the following:

- First Aid certificate (HLTAID003 Provide First Aid) or equivalent (or willingness to obtain within 4 weeks)
- Genuine appreciation and understanding of a volunteer-based community service

Role Dimensions

Decision Making

- The role may suggest courses of action to their Crew Leader and associated staff, or may advise them of the known implications or issues surrounding various options being considered by them.
- The role seeks advice about matters that may be outside the scope of their normal activities or that might attract significant criticism or concern.
- The role is expected to comply with the Work Health and Safety and associated legislation in the supervision and performance of all duties.

Reporting Line

The role reports to the Mitigation Crew Leader.

Direct Reports

Nil

Budget/Expenditure

Nil

Key Relationships – Internal





Who	Why
➤ Mitigation Crew Leader	➤ Escalation of issues and keep informed about the status of work duties
➤ Work Team	➤ Support the Mitigation crew and work collaboratively to contribute to achieving business outcomes. ➤ Comply with performance expectations, direction and support.
➤ Members (volunteer and staff)	➤ Communicate with and support RFS members at all levels providing advice in respect to of a range of matters associated with the job functions.

Key Relationships – External

Who	Why
➤ Community	➤ AIDER and mitigation work assistance to the community. Engage with the community in relation to bush fire preparedness.

Capabilities for the Role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. **Focus capabilities** are considered the most important for effective performance of the role.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity and Inclusion	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Project Management	Foundational
	Procurement and Contract Management	Foundational
	Technology	Foundational