



## Role Description

### SES Local Controller (Volunteer)

<b>Status</b>	Honorary Role	<b>Salary</b>	Not Applicable
<b>Tenure</b>	3 year with regular performance reviews	<b>Closing Date</b>	30/08/2024
<b>Work Unit</b>	State Emergency Service Banana Group	<b>Reference No</b>	2024-2027
<b>Location</b>	Banana Shire Region	<b>Division</b>	Emergency Management, Volunteerism and Community Resilience

### About us

As a department our purpose is to help the community to prevent, prepare for, respond to and recover from the impact of fire and emergency events.

Comprising the Fire and Rescue Service, the Rural Fire Service and the State Emergency Service, QFES also supports other volunteer groups providing emergency response to Queenslanders.

QFES is one department with many services, many capabilities and many partners. The Queensland State Emergency Service (SES) is a volunteer emergency service organisation which has a high level community recognition and respect throughout Queensland and other states and territories across Australia.

### State Emergency Service

The Queensland SES has approximately 6,000 active, unpaid members that perform a diverse range of functions to respond to local, State and National disasters and emergencies.

Members are trained and equipped to help their communities across a range of functions with a primary purpose to assist the most vulnerable members of the community by empowering people to help themselves and others in their community in times of emergency and disaster.

All SES members receive world class training, providing them with real-life skills that they use to assist their community during emergencies. Many of these skills are also transferrable to other aspects of our volunteer's lives.

As a member of the SES you will have the opportunity to work closely with other like-minded people with whom you will train and respond to emergencies together as a team, and share experiences that lay the foundations for life-long friendships.

The SES has roles for people with a broad range of backgrounds, talents and expertise. Please be aware that SES members require a level of physical fitness especially when involved in rescues, responding to natural disasters and performing other critical roles.

Roles of administration, communications, stores and welfare do not necessarily require levels of fitness, however their availability are dependent on the existing membership of the SES Group.

### Purpose of the role

The role of the SES Local Controller is focused on the leadership and management of a SES Unit within the framework of the *Fire and Emergency Services Act 1990*, and the related policies and procedures of both QFES and local government.

### Key requirements

#### Mandatory Requirements

- Eligible to apply for, or hold a current Blue Card.
- An active member of the SES, or eligibility to join the SES.
- An Australian Citizen or Resident or working legally in Australia.

## Highly Desirable Requirements

- Experience as a volunteer or within a volunteer environment.
- Knowledge of the concepts, strategies and issues associated with providing support to volunteer State Emergency Service members both in day-to-day activities and during operational incidents.
- Ability to support a diverse volunteer workforce, advancing the diversity agenda in the department and service delivery, thereby improving morale and developing the effectiveness of operational teams.
- Competent in the use of Microsoft Office 365 software including; Word, Excel, Email.
- Qualifications or ability to rapidly acquire qualifications in:
  - SES Induction, Community Volunteering and Safety
  - AIIMS Awareness
  - AIIMS Intermediate
  - TAMS
  - Provide First Aid and CPR
  - Participate in Rescue Operations
  - Storm Damage Operations

## Special Requirements

- Reporting Relationships – this position reports to the Area Controller.
- A Deputy Local Controller and Group Leaders may report to the Local Controller.
- Be available for an on-call duty officer roster and accept emergency activation calls on behalf of the Unit.
- This position is an honorary position and is subject to periodic performance reviews and on appointment to this position a probationary period of six (6) months will apply.
- Applicants must be prepared to undertake appropriate SES training modules as required for this position.

## Your key accountabilities

Your part in the ongoing success of our department, in supporting key frontline services will see you responsible for a variety of work, including, but not limited to:

- Lead the Operational Management of an SES Unit in order to maintain capability to respond to emergency and disaster operations by ensuring -
  - members have the necessary skills to competently perform their roles and responsibilities within the unit; and
  - equipment is maintained to an appropriate standard required for operational response.
- Manage the recruitment, selection training and career development of SES volunteers within an SES Unit.
- Ensure the effective management and maintenance of allocated facilities, fleet, information and communication technology, major and minor plant, equipment and communications systems to meet the operational requirements of an SES Unit.
- Lead the development and implementation of public relations and education programs at the local level that promote community resilience and self-sufficiency in Queensland communities in conjunction with the QFES and local government.
- Manage and administer an SES Unit in compliance with approved instructions, directions and policies issued by the Commissioner QFES, the Assistant Commissioner, SES and/or local government.
- Manage the financial and governance responsibilities of an SES Unit.

## Capabilities

To determine your suitability for the role, you will be assessed on the following Leadership Competencies for Queensland behavioural profiles that link to the “key accountabilities” for this role:

Leadership Competency **Stream – Program Leader** (*leading teams and/or projects*)

### ***Vision***

- Leads strategically
- Stimulates ideas and innovation
- Leads change in complex environments
- Makes insightful decisions

## **Results**

- Develops and mobilises talent
- Builds enduring relationships
- Inspires others
- Drives accountability and outcomes

## **Accountability**

- Fosters healthy and inclusive workplaces
- Pursues continuous growth
- Demonstrates sound governance

Once you join us we will want you to *exemplify* the QFES shared values:

- Respect
- Integrity
- Trust
- Courage
- Loyalty

## **Screening**

At the discretion of the selection panel appointment to this role may be contingent on the satisfactory outcome of a check of an applicant's recorded criminal history. Applicants seeking appointment may be required to disclose any criminal histories and/or charges (including convictions which are not recorded), usually at time of interview, as per the provisions of the *Criminal Law (Rehabilitation of Offenders) Act 1986*, section 9A(1).

A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. QFES may obtain information from the Queensland Police Service on whether or not an applicant is under investigation for a serious offence and, if necessary, information can be obtained concerning the person.

All personal information obtained in the application process will be treated confidentially and held securely by QFES. Applicants who have lived or worked overseas may be required to provide a current police clearance.

Failure to consent to the criminal history check may render the applicant unsuitable for the role.

## **Want more information?**

Please contact Banana Shire Council on Phone 07 4992 9500 or email [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au). You can also visit our website at [www.qfes.qld.gov.au](http://www.qfes.qld.gov.au) to find out more about our organisation.

**HOW TO APPLY** - Please refer to the [QFES Application Guide](#) for information on how to apply for this role.