

# Position Description

Position Title	Fire Officer 2IC
Position Number	3015
Division	Infrastructure Services
Department	Fire Services
Salary Level	Station Officer
Reports to	Team Leader – Fire Services

## Position Objectives

The Fire Officer (FO) is accountable to the Team Leader-Fire Services (TL) for the efficient and effective operational and administrative management of the Norfolk Island Aviation Rescue and Firefighting Service (NIARFFS) and the Community Fire Service (CFS), in accordance with personnel delegations.

Supervision of all community fire service activities in relation to Fire Safety.

## Key Leadership Capabilities

- Ensuring that all subordinates understand and appropriately apply the safety accountabilities commensurate with the position that they hold.
- Support the TL in managing the operational preparedness of NIARFFS personnel and resources and that a state of operational readiness is maintained for the provision of service that aligns with the advertised category level.
- Support the TL in managing the operational preparedness of CFS personnel and resources and that a state of operational readiness is maintained for the provision of service.
- Effective management/supervision and recording of staff training, competency maintenance and staff development programs in accordance with approved instructions and procedures.
- Distribute, deliver, record and monitor Change Management notifications.
- Ensuring that all operational personnel maintain a current Certificate of Competency commensurate with the functional role.
- Effective management/supervision and recording of programmed activities including the operational maintenance of NIARFFS and CFS vehicles and equipment.
- Recording operational data following emergency responses in accordance with approved standards and instructions.
- Ensuring firefighting personnel are equipped with serviceable personal protective equipment, that is maintained in a good state of repair and issued in accordance with approved instructions and procedures.
- Effective management and corrective action if staff are not fit for operational duty.
- Ensuring all operational personnel maintain a level of physical fitness sufficient to perform their operational duties in accordance with approved instructions and procedures.

Key Responsibilities
<p><u>Operational Response and Emergency Management</u></p> <ul style="list-style-type: none"> <li>• Take charge of team or part of a team of the Aviation Rescue and Fire Fighting Service to Norfolk Island International Airport.</li> <li>• Take charge of team or part of a team of Community Fire Fighting Service.</li> <li>• Deliver emergency assistance and response to Aviation Rescue and Firefighting Services for persons and property in accidents/ emergencies, occurring at, or in the immediate vicinity of Norfolk Island International Airport.</li> <li>• Deliver emergency assistance and response for Norfolk Island Community Firefighting Services for persons and property in accidents and emergencies occurring on Norfolk Island.</li> <li>• Develop, improve and manage internal capability to deliver applicable category and emergency response for both ARFFS and CFS services.</li> <li>• Assist Fire service representation on the NI Emergency Management Committee</li> <li>• Act as the Team Leader as required.</li> </ul> <p><u>Leading Efficiency and Standardization of Operations</u></p> <ul style="list-style-type: none"> <li>• Drive accountability and professional growth with direct reports.</li> <li>• Support the professional growth for staff seeking to develop into leadership roles.</li> </ul> <p><u>Drive Efficiency and Standardization of Operations</u></p> <ul style="list-style-type: none"> <li>• Ensure NIFFS is provided consistently with National Standards and ICAO Standards and recommended practices</li> <li>• Ensure ongoing operational compliance with all regulatory obligations and service standards.</li> <li>• Evaluate, monitor and report on NIFFS performance within agreed and defined parameters, including productivity, efficiency, safety, service continuity and other related factors.</li> </ul> <p><u>Key Relationships</u></p> <ul style="list-style-type: none"> <li>• Liaise with external emergency response services to plan, prepare and respond to restore business as usual services to all customers of NIFFS.</li> <li>• Understand and work with local customers and stakeholders to promote NIFFS services and its value for mutual benefit.</li> <li>• Cultivate and maintain sound working relationships with community agencies/groups requesting advice relating to Fire Safety.</li> <li>• High level of interpersonal, communications skills and experience to communicate and interact with emergency organisations and agencies.</li> <li>• Management of all required training to meet compliance.</li> <li>• Demonstrated competencies and skills for all levels of the Norfolk Island Fire Service.</li> <li>• Maintain physical fitness as required for fire-fighting medicals.</li> <li>• Abide by all Council and Workplace Health and Safety policies and procedures.</li> <li>• Maintain a level of computer literacy and competency.</li> <li>• Supervision of entrepreneurial and fire safety activities of the Norfolk Island Fire Service.</li> </ul>
Competencies

#### Knowledge and Skills

- Proven relevant experience to be able to lead an emergency service crew with a similar organization.  
Knowledge of statutory role, powers and responsibilities of a ARFFS and CFS and proven experience in management of critical incidents and emergency management.
- Demonstrated skills and knowledge of ICS and AIIMS systems.
- Demonstrated skills and knowledge in Emergency Management.
- Ability and willingness to take on role of Team Leader-Fire Services.

#### Safety

- Demonstrate safety behaviors consistent with NIRC policies.
- Ensure rigorous safety standards and practices are applied in accordance with MOS.
- Engender a working environment in which a proactive and collaborative safety culture can flourish.
- Monitor and control risks identified and mapped against their region.
- High level of knowledge of ICAO and CASA safety regulations, arrangements, standards, and recommended practices.
- High level of knowledge and experience of International and Australian standards recommended practices relating to the service provision.

#### Communication and Leadership Skills

- Demonstrates a high personal standard, visible leadership, and integrity with a proven ability to demonstrate aspirational leadership, motivating and developing others to reach their full potential.
- Ability to create a sense of confidence and trust in others and have credibility and respect from them.
- Demonstrated ability to apply and lead others through plans and objectives and report on achieving those objectives.

#### Qualifications

- Diploma in Public Safety (Firefighting Management), with an Advanced Diploma preferred (from a CASA-approved training organisation such as Airservices Australia)
- ASIC (Aviation Security Identification Card)
- Advanced First Aid Certification
- HR Driver's License or equivalent
- Current Radio Telephone Operators Certificate
- Norfolk Island Airport Airside Driver's License (or ability to obtain)
- Maintain all firefighter competencies and CASA requirements

Date Authorised

August 2025