

ACT FIRE & RESCUE COMMUNITY FIRE UNITS

Team Leader



Purpose of the Position

The CFU Team Leader is responsible for the operational and administrative activities within the CFU unit.

Key Selection Criteria:

- Must have completed, or commit to completing the ACTF&R Team Leaders Training within 6 months of becoming Team Leader,
- Must be a proactive leader for all CFU unit members with regular training, communication and direction at all times
- Must have read and understood the ACTF&R CFU's, and relevant Commissioners Guidelines, Standards and Protocols, Policies and Legislation to correctly manage the unit's activities.
- Must uphold the ACT Public Service Values and Behaviours of: Respect, Integrity, Collaboration, and Innovation.

Key Attributes:

- Leadership skills,
- An effective communicator and listener,
- Be current and well informed of ACTF&R CFU's and Unit activities,
- A good working knowledge of the Emergencies Act 2004, and relevant Commissioners Guidelines, Standards and Protocols, Policies and Legislation that govern the ACTF&R Community Fire Units,
- Have a good understanding of the CFU culture, operations, and the local community in which the CFU operates, in accordance with relevant Commissioners Guidelines, Standards and Protocols, Policies and Legislation to correctly manage the unit's activities.
- Ability to work within and lead a team environment.

Typical Duties:

- Lead, manage and maintain the operational capability of the CFU unit,
- Maintain an accurate register of members and advise the CFU Coordination team of any changes.
- Monitor availability of members during periods of bushfire alert
- Supervise or assist at fires pending arrival of ACTF&R or ACTRFS
- Promote and implement fire safety/education programs, initiatives, and strategies within the local community,
- Ensure that the unit has the number of volunteers it needs to meet the demands of its community risk profile and actively promote recruitment and related skills development in consultation with the CFU Coordination team,
- Plan, develop, deliver, evaluate, and maintain training and assessment programs within the unit (or delegate these tasks appropriately),
- Actively participate in developing and maintaining safe and supportive work practices and conditions, in accordance to WH&S Act and risk profile of your units location
- Manage the CFU Trailer and equipment and ensure they are appropriately maintained,
- Undertake risk assessments to ensure a safe and healthy working environment.
- Provide accurate information in reports and statistical data, and ensuring occurrence book entries are correct and current.
- Manage equipment issues and dispute resolution at a CFU Unit level, where it is appropriate, reporting up the CFU Coordinator as required.
- Undertake any specific Operational Area requirements as directed by the CFU Coordinator.