

ACT FIRE & RESCUE COMMUNITY FIRE UNITS

Deputy Team Leader



Purpose of the Position

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

Key Selection Criteria:

- 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,
- Well informed of the 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,
- Understand 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.
- Have an understanding to commensurate with the role to be undertaken and support the Team leader and CFU Coordination team,
- Ability to work within a team environment.

Typical Duties:

- Assist in leading, managing and maintaining the operational capability of the CFU unit,
- Assist in maintaining an accurate register of members and advise the CFU Coordination team of any changes.
- Assist in monitoring availability of members during periods of bushfire alert,
- Assist in the supervision and assist team leader and members at fires pending arrival of ACTF&R or ACTRFS
- Promote and implement fire safety/education programs, initiatives, and strategies within the local community,
- Support the Team Leader ensuring 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,
- Assist in managing the CFU Trailer and equipment, ensuring equipment and inventory maintained,
- Ensure a safe and healthy working environment is maintained in accordance to WH&S Act and risk profile of your units location
- Manage equipment issues and dispute resolution at a CFU Unit level, where it is appropriate, reporting up the CFU Coordinator as required, and
- Undertake any specific Operational Area requirements as directed by the CFU Coordinator.
- Undertake the Team Leader Role when required by mentoring personnel by providing leadership and direction.