



**SA COUNTRY FIRE SERVICE  
Role Description**

<b>JOB TITLE: Deputy Chief Officer</b> <b>CLASS: EXEC B</b> <b>RANK: Deputy Officer</b> <b>DATE: December 2024</b>	<b>ORGANISATION: SA Country Fire Service</b> <b>BRANCH: Executive</b> <b>SECTION: Executive</b> <b>TEAM: Executive</b>
<b>This Role Reports to:</b> <ul style="list-style-type: none"><li>• Chief Executive/Chief Officer</li></ul>	<b>Reporting to this Role:</b> <ul style="list-style-type: none"><li>• Executive Director, Operations</li><li>• Executive Director, Business</li><li>• Executive Officer</li></ul>
<b>Primary Purpose of Role:</b> <p>The Deputy Chief Officer (DCO) has a significant role in leading the provision of a community-focussed fire and emergency service dedicated to protecting lives, property and the environment. The DCO undertakes a range of executive management functions including the development of CFS strategic and business plans, corporate and organisational culture initiatives, change management; sharing for responsibility for achieving these outcomes with the Agency Executive.</p> <p>The DCO drives and facilitates operational leadership and emergency management across the Service to achieve a strong focus and commitment to efficient, professional and safe work practices and systems.</p> <p>The DCO works closely with, and deputises for, the CEO/CO in leading all aspects of the CFS and perform a range of delegated responsibilities including special projects.</p> <p>The DCO develops and maintains collaborative and professional relationships with all stakeholders, including staff, volunteers, relevant representative bodies and state and national partners.</p>	

**Outcomes**

- Demonstrated contribution and commitment to CFS' *Safety First* culture
- Compliance with the *Fire and Emergency Services Act 2005* and all other legislative requirements pertaining to the service. This includes oversight of the organisation's disciplinary procedures
- Provision of operational excellence in fire and emergency preparation, response and recovery across South Australia
- Participation and leadership in Counter Disaster activities including representation at state and national training programs and exercises
- Strong financial leadership and commitment to a modern risk and governance framework to ensure compliance and sustainability of the CFS
- Achievement of strategic and operational plans
- Provision of high quality and timely advice to the CEO/CO and other Agency Executives on strategic, risk and policy issues
- Maintenance of CFS's outstanding brand and reputation through professional public relations and media management
- Commitment to CFS being an employer of choice through provision of contemporary talent management, fair and equitable employee relations and proactive succession and workforce planning
- Demonstrated role modelling of CFS's organisational values and promotion and cultivation of them across the service
- Provision of support to volunteers to ensure their effective engagement and ongoing safety and wellbeing
- Commitment to continuous improvement by way of industry-informed innovation and research
- Demonstrated adaptive leadership and practice in response to complex challenges and role modelling and encouragement of reflective learning across the service

**Resource Management**

- Financial and HR Delegations in accordance with sector and agency policies.

**Essential Qualifications**

- A tertiary qualification at bachelor's Degree level or educational equivalent in a relevant discipline.

**Essential Attributes (Knowledge/Skills/Experience Requirements)**

- Strategic ability in all aspects of emergency and incident management service delivery
- Highly developed capability to establish and maintain productive relationships with a broad range of emergency management, emergency services, and government and community groups locally and nationally
- A high level of integrity, transparency, fairness and impartiality which instils a high level of corporate responsibility and accountability
- Ability to develop and implement operational strategies and plans for effective use of material, financial and human resources
- Experience in effecting change in the workplace and reengineering business processes to achieve agreed outcomes
- Experience in developing and implementing strategic plans, business cases and corporate performance reporting

**Employment Conditions**

- Employment conditions will be governed by the *Fire and Emergency Services Act 2005* (SA)
- The incumbent will be expected work in a manner consistent with the Code of Ethics for the South Australian Public Sector
- Recognising the “out-of-hours” requirements of the role, reasonable flexibility will be given to the incumbent

**WHS & EEO**

- Demonstrated knowledge of and commitment to the principles and practices of Equal Opportunity and Ethical Conduct, and an understanding of, experience and ability to manage to the spirit and principles of the Business Safety Excellence Framework and the legislative requirements of the Work Health and Safety Act, utilising AS/NZS 3100:2009 Risk Management, or to an equivalent set of standards.

**CUSTOMER SERVICE**

- The incumbent will provide the highest standards of customer service to internal and external stakeholders at all levels by modelling service excellence that enhances the corporate profile of the organisation.

**SPECIAL CONDITIONS**

- Frequent Interstate and intrastate travel and work outside normal office hours will be required.
- Extensive weekend commitments linked to meetings with volunteers and emergency management activities will be required.
- Required to assume responsibilities for Command, Control and Coordination at major incidents including the requirement to participate in the on call roster.
- In the absence of the Chief Officer, act for and assume the authority and functions of the Chief Officer.

**Manager/Delegate:**..... **Date:**.../.../.....