

Fire Risk Management Officer (FRMO)

The following table illustrates the level of competence required in relation to each core accountability area, for progression through the five steps of the Fire Risk Management Officer remuneration scale. The remuneration scale provides for annual progression, based on development up to a fully competent level across all aspects of the Fire Risk Management Officer position. The table depicts the level of competence required against each core accountability area for each of the progression steps, where one ♦ requires an individual to be able to perform some aspects of that accountability area independently, without supervision, support or guidance, two ♦ requires an individual to be able to perform most aspects of that accountability area independently, without supervision, support or guidance, and three ♦ requires an individual to be able to perform all aspects of that accountability area independently, without supervision, support or guidance.

This table should be read in conjunction with the Key Accountabilities section of this position description (repeated below), which further defines which aspects of each accountability area are required to be performed independently, without supervision, support or guidance at each progression step. In the Key Accountabilities section, the coloured shading indicates at which point in a new Fire Risk Management Officer's development they should be able to perform that accountability to a fully competent level, without supervision, support or guidance, where light green illustrates that the Fire Risk Management Officer should be developing in this area, and dark green illustrates that the Fire Risk Management Officer should be fully competent across all aspects of this area.

The Fire Risk Management Officer scale includes a minimum appointment level. However, regardless of entry level (which may vary according to demonstrated skills and experience) an appointee cannot progress further unless and until they met the expectations for the step they are on, and previous steps.

The progression criteria must be read in conjunction with the AFAC competencies attached to the job description.

Key Accountabilities The Fire Risk Management Officer is responsible for the following functions and tasks:	Minimum Appointment Step	Step One	Step Two	Step Three	Step Four	Step Five
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Fire Safety Promotion and Community Education	◆	◆◆	◆◆	◆◆	◆◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Advise and assist Area Managers in meeting their statutory and strategic obligations. ▪ Advise, communicate with and influence volunteer Chief Fire Officers and Brigades to ensure they meet their statutory obligations within their communities. ▪ Advise, communicate with and influence Rural Fire and partner agencies such as the Department of Conservation, Local Territorial Authorities and forest owners to assist them to understand and mitigate their risk. ▪ Work in partnership with our communities and other emergency partners to identify at risk groups to inform the area business plan. ▪ Develop, plan, coordinate and deliver area fire risk management programmes. ▪ Advise and assist Volunteer Support Officers to support brigades to plan and execute targeted fire risk management activities within their community. ▪ Establish effective partnerships to engage with, influence and train operational staff to be involved in the delivery of community fire safety education. ▪ Lead and deliver training and public education in practical and technical aspects of fire risk management to ensure we support communities in managing their risk. ▪ Dealing with public enquiries and providing advice when required ▪ Work effectively to create, identify and maintain partnerships with external stakeholders, agencies and persons on a day to day basis providing them with guidance and support, which assists them to manage their fire risk. 						
Built Environment	◆	◆	◆◆	◆◆	◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Provide expert technical fire risk management and building control advice to external stakeholders such as local territorial authorities, property developers, architects, builders, fire engineers, building owners, and the general public. ▪ Provide expert technical advice and assistance to Area Managers in meeting their statutory obligations under the Fire Service Act 1975, the Fire Safety and Evacuation of Building Regulations 2006, the Building Act 2004 and any other 						

<p>relevant legislation, regulations and codes of practice.</p> <ul style="list-style-type: none"> ▪ Provide expert technical fire risk management and building control advice, support and training to enable staff to develop their Area risk profile information. Some of these methods include capturing risk data such as site reports, risk assessment and building safety surveys. ▪ Provide expert technical advice and/or authorisation of evacuation schemes to internal and external stakeholders. ▪ Reviewing HSNO Emergency Response Plans that have been prepared by an external organisation in accordance with the Hazardous Substances (Emergency Management) Regulations 2001. ▪ Provide expert advice to internal and external stakeholders in the reduction of unwanted fire alarms. ▪ Provide expert advice and approval to the appropriate Local Authorities, external agencies and applicants on the suitability of Pyrotechnic displays. 						
<p>Fire Investigation</p>	◆	◆	◆◆	◆◆	◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Provide expert, practical and technical advice and support for fire service personnel on all matters related to fire investigation. ▪ Lead post fire investigations when required by the Fire Investigation Policy and/or Area Manager. ▪ Provide expert, practical and technical knowledge on the origin and cause of fire and fire dynamics. ▪ Appear as an expert witness as required for court appearances. ▪ Complete post incident analysis, and report on identified deficiencies and inadequacies with building design and construction. ▪ Develop and deliver training to fire service personnel on methodologies and technical aspects of fire investigation. 						

Health and Safety - Employee responsibilities	◆◆◆	◆◆◆	◆◆◆	◆◆◆	◆◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Ensuring knowledge of the Health & Safety National Policy and abiding by and actively promote its principles. ▪ Ensuring that a safe and healthy working environment is maintained for colleagues and visitors on site, with particular emphasis on ensuring that all identified hazards are controlled, accidents and near miss incidents are managed, and employees are trained or supervised. 						
General Responsibilities	◆◆◆	◆◆◆	◆◆◆	◆◆◆	◆◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Undertake other duties consistent with operational skills and expertise during major incidents when requested. ▪ Undertaking other duties consistent with the position as may be directed from time to time by the Area Manager. 						