



## Volunteer Liaison Officer

**Salary:** PSGO CSA GA 2017, Level 6, \$100,966 to \$111,590

**Position No:** PN006573 & PN006574 Work Type: Permanent - Full Time

**Division:** Non-Operational

**Location:** Cockburn Central

**Closing Date:** 2018-11-23 4:00 PM

**Do you have experience in the provision of strategic advice, issues management and volunteer relations?**

**Do you achieve high quality outcomes within tight timeframes?**

**As part of our strategy to increase the diversity of our workforce, Aboriginal Australian people are strongly encouraged to apply for this job and applications will be primarily considered in accordance with Section 51 of the Equal Opportunity Act 1984.**

An opportunity exists for two motivated and experienced individuals to work as integral members in the Office of the Commissioner to facilitate and support relationships with emergency services volunteers, volunteer associations, advisory committees and other key stakeholders.

The successful applicants will have good written and verbal skills, and experience in providing effective resolutions to complex issues as they arise. They will have a proven track record in issues management and be confident in providing expert advice to senior management when required.

In this role, you will identify risks and opportunities, and work closely with the Office of the Commissioner to manage client expectations. Having a practical outlook and the ability to be unfailingly positive and calm under pressure will also be essential.

In return, you'll get to work in a great team, making a difference to the community and helping save lives during an emergency.

### APPLICATION INSTRUCTIONS

Click on **Apply for this Job**, located at the bottom of this screen and follow the instructions:

- 1 Address the following selection criteria in no more than 2 pages:
  - Demonstrated high level interpersonal and verbal communication skills with the ability to negotiate, facilitate and resolve conflicts.
  - Demonstrated extensive experience in and knowledge of the fire and emergency services industry, including understanding of the role of volunteers, local government and other key stakeholders in an emergency services environment.
- 2 **Do not address** other selection criteria from the JDF.
- 3 Include a current comprehensive resume that clearly demonstrates your experience
- 4 Include the names of two (2) referees who can attest to your suitability for this role.

Your referees may be contacted at various stages in the selection process so if you have any concerns about us contacting them, please advise us when you apply.

### DESIRABLE PRE-REQUISITE

- Knowledge and understanding of the diversity, cultures and complexities of working in a volunteer environment.
- Understanding of change management principles and exposure to their application.

### SPECIAL CONDITIONS

As DFES is an emergency services organisation, all employees will be required to engage extensively with volunteers and will be required to work outside of normal office hours on a frequent basis.

The employee may also be required to travel throughout the State which may involve overnight/s travel.

### FOR FURTHER JOB RELATED INFORMATION

Read to the attached Job Description Form (JDF), and if you require further information please contact Kim Lusk, A/District Officer Office of the Commissioner on (08) 9395 9804 or kim.lusk@dfes.wa.gov.au.

### EMPLOYMENT CONDITIONS

A condition of employment with DFES is that a satisfactory and current National Police Certificate (less than 3 months old) is provided prior to commencement.

DFES is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

### ELIGIBILITY TO APPLY

You must be an Australian Citizen or hold permanent residency to be eligible for this position.

### ABOUT US

DFES is an Equal Opportunity Employer and encourages Indigenous Australians, young people, people with disabilities, people from culturally diverse backgrounds and women to apply for positions within our agency.

Supported by an extensive network of volunteers and career workers, we perform a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

**Note: Applications received after the closing date will NOT be accepted**

**CLICK TO APPLY**