briefing document

Organisation: Australasian Fire & Emergency Service Authorities Council (AFAC)

Position: Manager, Human Resources

Location: East Melbourne

Date: March 2015
the organisation

Overview
The Australasian Fire and Emergency Service Authorities Council (AFAC) is the national council and peak industry body for fire, land management and emergency service authorities in Australia and New Zealand, representing 32 member organisations, comprising permanent, part-time personnel and volunteers, totalling 288,000 firefighters and emergency workers.

AFAC engages with members through a collaboration model as well as event facilitation, professional development and influencing regulations and standards. AFAC exists to support the fire and emergency service industry, making communities safer and more resilient.

AFAC members are drawn from every state and territory in Australia and New Zealand and from around the Pacific. The membership of AFAC comprises those organisations that have responsibility for the delivery of land management, community safety, emergency services, or emergency support services. With a career workforce of over 30,000 employees, and over 200,000 volunteers, AFAC members operate in a dynamic, complex and challenging environment.

Further information can be found at www.afac.com.au
the position

**Position:** Manager, Human Resources

**Reports to:**
- Chief Executive Officer
- Director, Workforce Development

**Team members:**
- Project Officer, Operations (20%)
- Project Officer, Work Health and Safety (temp contract: 60%)

**Key relationships:**
- AFAC Chief Executive Officer
- AFAC Group Managers
- Member agencies
- Australian emergency Management Volunteer Forum members
- Bushfire and Natural Hazards CRC team members

**Primary purpose:**
- To convey AFAC as a professional industry body that achieves a broad range of outcomes for its members and the broader emergency services industry
- Manage, coordinate and participate in relevant projects on workforce matters, including health and safety, ensuring a collective and integrated approach and achievement of workforce strategies and outcomes consistent with the AFAC annual and strategic plan
- Undertake all human resources activities as required for the AFAC office. This may include recruitment, employment contracts, policy development, induction, performance management, and providing up to date advice on terms and conditions of employment
- Represent AFAC externally on the Australian Emergency Management Volunteer Forum, and other key stakeholders groups as required
- Some interstate travel may be required for this role

**Key results and performance**

Priorities and performance may be further stipulated in Annual Performance agreements.

**Key result areas**
- Manage and lead:
  - Lead and manage staff to ensure team is engaged and goals achieved
  - Provide leadership by fostering a culture of development and continuous improvement, and participate as an effective member of the executive team
  - Understand, support, adhere to and promote safe work practices
  - Understand, support, adhere to and promote the values and policies which underpin appropriate workplace behaviour
• Collaboration and doctrine development:
  ‣ Manage, facilitate and coordinate the work of collaboration groups, technical groups and networks within Directorate
  ‣ Ensure accurate information is maintained in relation to group/network membership
  ‣ Participate, facilitate, oversee or complete work on the development of policies, programs, positions and/or guidelines relevant to supporting workforce matters, including health and safety, in all AFAC member agencies and the fire and emergency services sector
  ‣ Prepare discussion papers for consideration by AFAC CEO, Board and Council on education and training matters
  ‣ Undertake consultation as required with collaboration groups/networks to ensure participation, commitment and endorsement of industry doctrine

• Representation and advice:
  ‣ Represent AFAC externally on appropriate committees and working groups at jurisdictional, industry and federal level
  ‣ Provide strategic advice to the AFAC CEO, Council and Board on critical, emerging or issues of national/international relevance on matters affecting AFAC and the emergency services sector
  ‣ Coordinate the provision of workforce management advice to other AFAC managers and groups, to facilitate the accurate representation of the emergency services sector workforce issues in their outputs

• Human resource management:
  ‣ Undertake recruitment as required for the AFAC office, including the National Aerial Firefighting Centre
  ‣ Develop, implement and provide advice on human resources policy
  ‣ Ensure up-to-date position descriptions and employment terms and conditions are in place
  ‣ Provide support to the CEO on human resources matters
the person

Performance measures

• Effective management of team, regardless of size
• Effective member of the management team
• Delivery on plan of facilitated group meetings – members engaged in AFAC activity
• Successful delivery of projects as identified in the AFAC Major Projects and Activities Summary
• Recognition of the value added by representation of AFAC at all levels (internal and external)
• Recruitment and associated employment related activities undertaken in a timely manner
• Up-to-date and accurate employment contracts and policies
• Sound advice provided on human resources matters

Values – demonstrated through behaviours:

• Respect - we treat each other with fairness and courtesy; valuing diversity of thought, abilities and opinions
• Communication - we are mindful of sharing information so we can all do our job most effectively; we are polite and we listen
• Results - we are focussed on our goals and adding value, delivering the best we can always aiming for excellence; we take pride in our achievements
• Teamwork - we appreciate each other’s work and work together, to engender success for everyone

Selection criteria

• Demonstrated strategic human resource management skills developed across a broad range of human resource management functions
• Proven knowledge of and experience in applying change management principles
• Human resources experience gained across a wide range of industries
• Well-developed writing skills and the ability to prepare Board papers and documentation
• Proven ability to produce results
• High level co-ordination and project management skills
• Highly developed interpersonal, communication and facilitation skills
• Proven capacity to build credibility and influence when conveying information to different audiences and be positive in representing AFAC
• Experience with volunteerism or peak industry bodies an advantage