



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

Community Emergency Services Manager

Full Time



Community Emergency Services Manager

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Leigh Guthridge - Director Development and Regulatory Services on 0429 686 903.

Applications will be accepted until Close of Business on **Friday 24th October 2025**.



VACANCY

Community Emergency Services Manager

FULL TIME

Be at the heart of the Emergency Services team in a beautiful rural setting. Work in a collaborative and essential team within the Shire to provide high level responses to emergencies.

This role is offered as full time, with reasonable overtime an expectation of the role.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- Availability and on call allowances
- Negotiated salary up to \$100k plus super

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Leigh Guthridge - Director Development & Regulatory Services on 0429 686 903.

Applications close on Friday 24th October 2025.

POSITION DESCRIPTION

1. POSITION TITLE COMMUNITY EMERGENCY SERVICES MANAGER

2. DEPARTMENT Development and Regulatory Services

3. AWARD COVERAGE AND CONDITIONS

- Contract Position (3 year fixed term) with a negotiated salary in accordance with the provisions of clause 13.6 of the Local Government Officers' (WA) Award 2021 and the applicable Shire of Bridgetown-Greenbushes Enterprise Agreement.
- Reasonable after-hours work is an expectation of the role. The remuneration for which has been factored into your annual rate of pay.

4. POSITION OBJECTIVES

To provide management and leadership for all functions of Community Emergency Services within the Shire of Bridgetown-Greenbushes (the Shire).

5. REQUIREMENTS OF THE POSITION

5.1 Skills

- Demonstrated high level of interpersonal, communication, facilitation and training skills
- Proven experience in mentoring, guiding and supervising staff
- Well-developed leadership and management skills, having regard for human, financial and physical resources, in particular with an organisational and strategic focus across emergency services delivery.
- Demonstrated strong analytical and problem-solving skills
- Proven ability to manage and deliver projects in accordance with project management principles
- High level of computer literacy and proficiency including relevant bush fire risk management software.

5.2 Knowledge

- Thorough working knowledge of relevant fire and emergency services industry legislation such as (but not limited to):
 - The Emergency Management Act 2005 and Emergency Management Regulations
 - Bush Fires Act 1954 as amended and Bush Fire Regulations
 - State Emergency Management Committee policy statements
 - Fire and Emergency Services legislation
 - Council Policies and Local laws
 - Working knowledge of local government operational procedures

5.3 Experience

- Demonstrated application of relevant legislation whilst managing the development and implementation of fire preparedness, prevention, response and recovery services and programs
- Proven experience in efficiently and effectively managing special projects (desirable)
- Experience in a similar position within local government (desirable)

5.4 Qualifications

- Current minimum “C” class driver’s license (HR class desirable)
- Completion of a recognised tertiary qualification in a relevant discipline and/or equivalent experience
- Possession of recognised accreditation in training and assessing
- Accredited Level 1 Incident Controller – Bush Fire Hazard
- Project Management skills (desirable)

6. **KEY DUTIES/RESPONSIBILITIES**

- Undertake the duties as listed in the agreed business plan between the Shire (CEO) and DFES (Regional Superintendent)
- Ensures the effective implementation and delivery of fire preparedness, prevention, response and recovery services within Local Government and promotes strategies for public compliance with the requirements of the Bush Fires Act 1954
- Provides liaison services, and expert technical and professional advice to Volunteer Bush Fire Brigades, emergency volunteer groups and Local Government
- Supports, coordinates and delivers quality training for Volunteer Bush Firefighters in accordance with DFES Professional Pathways
- In partnership with Local Government and the Community, develop and maintain professional relationships with stakeholders to ensure the delivery of services as specified in any Memorandum of Understanding, or other agreements, between DFES and the Shire of Bridgetown-Greenbushes
- Continuously seeks to improve the mitigation of risk to the community from bush fire and other hazards
- Manages the physical and financial resources of the designated Volunteer Bush Fire Brigades and SES (where applicable)
- Able to budget in consideration of emergency services finances and authority
- Read and interpret legislation and regulations
- Attend Council and other meetings as necessary

6a. Physical requirements of the role

- Lifting, bending and stretching in the course of the work
- Sitting at a desk, sometime for long periods of the day
- Standing and walking for long periods
- Working in adverse weather conditions, including fire grounds and extreme weather conditions

6b. Corporate Responsibilities

- Contribute to organisational performance as a manager including being a member of the Shire’s Management Group.

- To address all requirements of the signed MOU between the Shire and the DFES.
- Undertake duties in accordance with the Shire's and DFES OSH requirements.
- Contribute to the development of and adhere to all Shire and DFES policies, procedures and management practices
- Embrace the Shire's and DFES' values

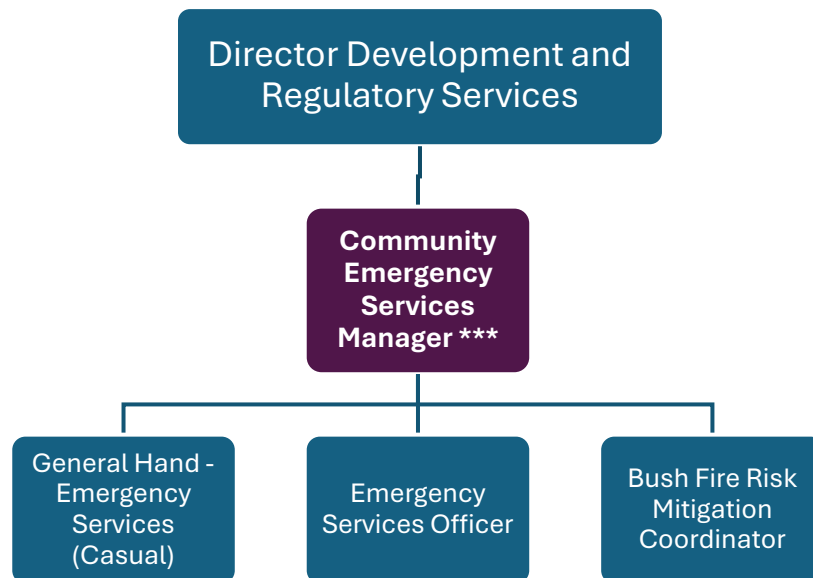
7. ORGANISATIONAL RELATIONSHIPS

Reporting to:

- Shire's Director of Development and Regulatory Services (and liaising with DFES District Officer)

Supervision of:

- Bush Fire Risk Mitigation Coordinator
- Emergency Services Officer
- General Hand – Emergency Services



*** The Community Emergency Services Manager (CESM) will report to the DFES District Officer on matter pertaining to the annual business plan.*

8. EXTENT OF AUTHORITY

Operates within the limits of statutory requirements, Council Policies and delegated authority for both the Shire and DFES.

9. SELECTION CRITERIA

Criterion	Essential	Desirable
Tertiary qualification in a relevant discipline and/or substantial demonstrated experience in a relevant field.	✓	
Strong leadership skills with experience leading multidisciplinary teams, volunteers, and/or contractors in high-pressure environments.	✓	
Demonstrated ability to coordinate emergency management planning activities, including developing and testing local emergency management plans and procedures.	✓	
Experience managing incident response operations and supporting recovery efforts post-emergency.	✓	
Demonstrated effective interpersonal skills to facilitate interaction, cooperation and trust with diverse community groups and individuals to achieve desired outcomes and establish and maintain strong and productive working relationships.	✓	
Proven experience in emergency management and firefighting procedures and coordination.	✓	
Thorough working knowledge of the Emergency Management legislation, policies and frameworks including Emergency Management Act 2005, Bush Fires Act 1954 associated regulations, local laws etc	✓	
Demonstrated physical fitness to meet the inherent requirements of the role	✓	
Previous experience in a similar position within local government.	✓	
Current unrestricted C class driver's licence.	✓	
Ability to budget in consideration of emergency services finances		✓
Sound computer literacy including Microsoft Office Suite of Programs (outlook, word and excel), synergy and Bushfire Risk Management Software		✓
HR License		✓

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted Via SEEK

Or

Mailed hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:

Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidentiality Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Meg Symes Human Resources on (08) 9761 0800 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au