

BMH 14.0

Appendix D – Role Descriptions for SES Executive Members – Part A Group Leader (Volunteer)

Responsible Owner: Director, Operations, State Headquarters

Effective Date: 27/09/2024 Version: x.x



1. Overview

- The following positions are identified as State Emergency Service (SES) volunteer executive members:
 - Local controllers
 - Deputy local controllers
 - Group leaders.
- This role description sets out the responsibilities and skills required of a Group Leader (volunteer).
- An appointee to a volunteer executive position must be an active member of the SES, able to perform the role as detailed in the role descriptions below.

2. Role description

2.1 Group Leader (volunteer)

Status	Honorary role	Salary	Not applicable
Tenure	3 years with regular performance reviews	Closing date	15/11/2024
Group / Unit	Longreach	Reference date	
Location	Miner Rd Longreach	Region	Central

3. About SES

- The SES is a service within the Queensland Police Service (QPS). Its purpose is to help the community prevent, prepare for, respond to and recover from the impact of fire and emergency events.
- SES has approximately 6,000 active, unpaid members who perform a diverse range of functions to respond to local, state and national disasters and emergencies.
- Members are trained and equipped to help their communities across a range of functions with a primary purpose to assist the most vulnerable members of the community by empowering people to help themselves and others in their community in times of emergency and disaster.
- All members receive world class training, providing them with real-life skills that they use to assist their community during emergencies. Many of these skills are also transferrable to other aspects of our volunteer's lives.
- As a member you will have the opportunity to work closely with other like-minded people with whom you will train and respond to emergencies together as a team and share experiences that lay the foundations for life-long friendships.
- SES has roles for people with a broad range of backgrounds, talents and expertise. Please be aware that members require a level of physical fitness especially when involved in rescues, responding to natural disasters and performing other critical roles.
- Roles of administration, communications, stores and welfare do not necessarily require levels of fitness; however, their availability is dependent on the existing membership of an SES group.

4. Purpose of the role

- The role of the SES group leader is focused on the day-to-day management of an SES group within the framework of the *State Emergency Service Act 2024 (Qld)* and the related policies and procedure of both SES and local government.

4.1 Key Requirements

4.1.1 Mandatory requirements

- The mandatory requirements of the role are:
 - eligibility to apply for or hold a current Blue Card
 - active member of SES
 - be an Australian citizen or resident or working legally in Australia.

4.1.2 Highly desirable skills and experience

- Experience as a volunteer or within a volunteer environment.
- Knowledge of the concepts, strategies and issues associated with providing support to volunteer SES members both in day-to-day activities and during SES operations.
- Ability to support a diverse volunteer workforce, advance the diversity agenda in the service and service delivery, to improve morale and enhance effectiveness of operational teams.
- Competent in the use of Microsoft Office 365 software including, Word, Excel, Outlook.
- Current qualifications or the ability to rapidly acquire qualifications in:
 - Volunteering in the SES
 - SEM0005 Volunteering in the SES or
 - PUATEA004 Work effectively in a public safety organisation
 - Safety
 - SEM0010 Safety or
 - PUAWHS001 Follow defined work, health and safety policies and procedures
 - AIIMS Awareness
 - IMSC001 AIIMS Awareness
 - AIIMs Intermediate
 - AIIMS Principles 2023
 - 22612VIC Course in the Australian Inter-service Incident Management System or
 - VU23311 Prepare to work within the Australian Inter-service Incident Management System
 - Task and Management System (TAMS)
 - SEM3301 TAMS user
 - Provide First Aid and CPR
 - HLTAID009 Provide cardiopulmonary resuscitation
 - HLTAID011 Provide First Aid
 - Participate in Rescue Operations
 - SEM0310 Participate in a Rescue Operation or
 - PUASAR022 Participate in a Rescue Operation
 - Storm Damage Operations
 - SEM0610 Storm and Water Damage Operations or
 - PUASES008 Undertake storm and water damage operations

4.2 Reporting

- Reporting lines for this position are:
 - group leader reports to the local controller and as required, deputy local controller
 - deputy group leader may report to the group leader.

4.3 Special Requirements

- The role requires availability on an on-call duty officer roster and to accept emergency activation calls on behalf of the group.
- This position is honorary and is subject to periodic performance reviews. On appointment to this position a probationary period of 6 months will apply.
- Applicants must be prepared to undertake SES training modules as required for this position.

4.4 Key accountabilities

- To ensure the successful support of key frontline services, responsibilities of the role include, but are not limited to:
 - lead the operational management of an SES group to maintain capability to respond to emergency and disaster operations
 - ensure members have the necessary skills to competently perform their roles and responsibilities within the group
 - ensure equipment is maintained to an appropriate standard required for operational response.
- Manage the recruitment, selection, training and career development of SES volunteers within a group.
- Ensure the effective management and maintenance of allocated facilities, fleet information and communication technology, major and minor plant, equipment and communications systems to meet the operational requirements of a group.
- Lead development and implementation of public relations and education programs at a local level that promote community resilience and self-sufficiency in Queensland communities in collaboration with local government.
- Manage and administer an SES group in compliance with approved instructions, directions and policies issued by SES Chief Officer and local government.
- Manage the financial and governance responsibilities of an SES group.

5. Capabilities

- To determine suitability for the role, assessment will be based on the following Leadership Competencies for Queensland behavioural profiles that link to the 'key accountabilities' for this role:
- Leadership Competency Stream – Team Leader (leading others and / or projects).

Vision

- Leads strategically.
- Stimulates ideas and innovation.
- Leads change in complex environments.
- Makes insightful decisions.

Results

- Develops and mobilises talent.
- Builds enduring relationships.
- Inspires others.
- Drives accountability and outcomes.

Accountability

- Fosters healthy and inclusive workplaces.
- Pursues continuous growth.
- Demonstrates sound governance.



6. Screening

- At the discretion of the selection panel appointment to this role may be contingent on the satisfactory outcome of a check of an applicant's recorded criminal history. Applicants seeking appointment may be required to disclose any criminal history and/or charges (including convictions which are not recorded), usually at time of interview, as per the provisions of the *Criminal law (Rehabilitation of Offenders) Act 1986 (Qld)*, section 9A (1).
- A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. SES may obtain information from the QPS on whether an applicant is under investigation for a serious offence and, if necessary, information can be obtained concerning the person.
- All personal information obtained in the application process will be treated confidentially and held securely by QFES. Applicants who have lived or worked overseas may be required to provide a current police clearance.
- Failure to consent to the criminal history check may render the applicant unsuitable for the role.

7. For more information and how to apply

- For more information about the role and how to apply please contact:
 - Name Diesel Stenholm (Local Controller Longreach SES Unit)
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- For more information about SES go to the website www.ses.qld.gov.au

