

Position Title	Fire Safety Officer
Department	Planning
Division	
Unit	Development
Team	Building Compliance
Supervises	N/A
Reports To	Team Leader Building Compliance
Grade	H
Date Prepared	1/07/2026
Date Last Updated	1/07/2026

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary Purpose of Position

To complete responsibilities in accordance with the Business action plan as applicable to the team's regulatory functions in the area of fire safety compliance.

Overseeing the maintenance and processing of Annual Fire Safety Statement submissions.

Undertaking investigation and enforcement roles in relation to fire safety matters in accordance with the Environmental Planning and Assessment Act (1979).

Providing advice to the public other Council staff, developers and public bodies on building fire safety. Provide progress reports/advice relating to key fire safety matters currently under investigation / assessment to leaders as required.

Accountabilities

- Undertake building fire safety and other tasks in accordance with the relevant legislation and Council's adopted policies and procedures. These tasks may include assessment of required fire safety and essential services within buildings, maintenance of a fire safety program, issuing of notices and preparation of expert reports for legal proceedings related to fire safety matters, and other fire safety related tasks.
- Prepare assessment reports and reports to Council on fire safety matters.
- Attend to members of the public at the counter and on the telephone.
- Prepare correspondence, reports and memorandums in relation to fire safety and other matters.
- Work closely with the fire safety administration team to maintain Council's AFSS database.
- Issue notices and prepare reports as required to undertake legal proceedings relating to fire safety matters.
- Coordinate comments from other areas, both inside and outside Council, relating to fire safety and other matters as required.
- Undertake site inspections.
- Support Team Leader in respect to team building initiatives and training, work distribution and provision of technical advice.
- Undertake compliance, certification and assessment work as directed.
- Undertake general duties as directed.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical / Professional Specialist		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Safety and Accountability	Advanced	• Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the management framework
Relationships		
Influence and Negotiate	Adept	• Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results		
Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance

		• Implements systems for monitoring and evaluating effective program and project management
Results		
Think and Solve Problems	Adept	• Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Relationships		
Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Building Surveying, Fire Engineering or equivalent.
- Class C Driver's Licence

Essential Experience

- Technical knowledge and experience in building surveying matters, particularly fire safety matters, including the assessment of required fire safety measures in buildings of all complexity, the management of Essential Services in relation to fire safety matters, the maintenance of a fire safety program, and the issuing of notices and orders in relation to fire safety matters to comply.
- Knowledge of building compliance and certification matters.
- Comprehensive understanding of all relevant legislation including the Environmental Planning and Assessment Act, the Local Government Act and the Building Code of Australia.
- Ability to work and actively contribute as part of a multi-skilled team.
- Demonstrated high work standards.
- Solid communication, negotiation, decision making, report writing and interpersonal skills.
- Adaptability and flexibility to accommodate change and provide responsive services to meet the changing needs of customers, the unit and Council.
- Sound working knowledge of personal computers and Microsoft Office software suite.

Desirable Qualifications and or Experience

- Postgraduate qualification in a related discipline.
- Experience in development assessment, building compliance and/or building certification matters, including assessment of Development Applications, Construction Certificates, Building Certificates, undertaking building inspections and the responsibilities of the Principal Certifying Authority (PCA).
- Current knowledge and understanding of trade related issues, current trends and industry best-practice and development.
- Previous experience in the provision of expert advice in legal proceedings.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☒	☐