NSW RURAL FIRE SERVICE

Brigade Captain

Purpose of the Position

The Brigade Captain is responsible for the operational activities within the brigade. Typically, the Brigade Captain will manage the operational arm of the brigade the Brigade, whereas President will manage the administrative aspect.

Key Selection Criteria:

- Must be at least 18 years of age
- Must have undergone a Criminal History Check
- Must be a member of the NSW Rural Fire Service
- Must hold minimum qualifications of Crew Leader (Supervision)
- Must be a supportive leader for all brigade members
- Must have sufficient knowledge of the NSW RFS, the brigade structure and relevant service standards and legislation in order to correctly manage Brigade activities
- Must be willing to support and uphold the NSW RFS values of;
  - Support, Friendship, Camaraderie;
  - Community and Environment;
  - One Team, Many Players, One Purpose;
  - Adaptability and Resourcefulness; Knowledge and Learning;
  - Mutual Respect; Integrity and Trust.

Key Attributes:

- Leadership skills
- An effective communicator and listener
- Well informed of the NSW RFS and brigade activities
- A good working knowledge of the NSW Rural Fires Act 1997 and regulations as well as service standards that govern the NSW RFS
- Have a good understanding of the brigade culture operations and the local community in which the brigade operates
- Have a level of maturity commensurate with the role to be undertaken
- Ability to work within a team environment
- Maintain confidentiality on relevant matters

Brigade Captain

Duties:

- The overall responsibility for the brigade's operations
- Working with the Brigade Executive team on the management of;
  - Day to day administration and operations
  - Capital
  - Authorisations
  - Delegations, Regulations and Thresholds
  - Regulatory Compliance
  - Administrative Controls (and their development)
  - Bank Account Signatories
  - Workplace Health and Safety
  - Standard Operating Procedures
  - Communications Decisions Workflow
  - Executive Structure & Functions
  - Change Management Processes
  - Procurement Authorising
- Manage Morale at an Executive Level
- Manage Personal Development
- Approval of Dual Membership
- Membership Ratification
- PPE Supply
- Lead, manage and maintain the operational capability of the brigade
- Supervise or assist in incident management at fires and other emergency incidents including the completion of relevant reports investigations and operational analyses
- Monitoring of Membership and Participation levels to ensure that the brigade has the number volunteers it needs to meet the demands of its community risk profile and actively promote recruitment and related skills development
- Mentor personnel by providing leadership and direction
- Manage assigned physical resources and ensure they are appropriately maintained
- Facilitate issues management and dispute resolution at Brigade level where it is appropriate
- Attend brigade meetings, (own and adjoining brigades) Group meetings and Captains meeting