

**VOLUNTEER FIRE BRIGADES VICTORIA  
ROLE DESCRIPTION**

**SCHEDULE D**

<b>Position Title:</b>	VFBV Policy & Advocacy Officer	<b>Incumbent:</b>	Vacant
<b>Reports To:</b>	VFBV CEO/Executive Officer	<b>Location:</b>	VFBV Office, Burwood East
<b>Remuneration:</b>	circa \$75 - 90,000 plus super	<b>Travel:</b>	Reimbursement for travel required as formal duties will be paid at VFBV rates
<b>Positions reporting to this position:</b>	None	<b>Hours:</b>	Full Time - Flexible

Volunteer Fire Brigades Victoria (VFBV) is the body established under Victorian law, the Country Fire Authority Act, to represent CFA volunteers on all matters that affect their welfare and efficiency. VFBV is an independent Association operating autonomously from CFA, but at the same time working closely with CFA and other key stakeholders, to engage volunteers in CFA and other deliberations and provide advice on all matters affecting CFA volunteers.

VFBV's membership base is CFA Brigades and Groups. VFBV works actively to represent the interest of all CFA volunteers working from individual members of Brigades, elected District Councils and State Councillors, and the VFBV Board. VFBV employs a small staff, most of whose members are also CFA volunteers.

Through a state-wide network of District Councils and elected volunteer representatives, VFBV maintains direct links with grass roots volunteers over their issues, needs and concerns.

The VFBV Board works with a broad range of key stakeholders including State and Federal Government, Statutory Authorities, Emergency Management Victoria, Councils and Municipalities, and CFA for strategic consultation on matters impacting on volunteers whether policy development, volunteer welfare, volunteer support, equipment and infrastructure, volunteer development or planning for CFA's future.

VFBV seeks to build greater awareness, respect and support amongst all levels of government, media and in the wider community for CFA Volunteers and their fundamental and central role in the CFA as an ever more effective volunteer-based fire and emergency service for the people of Victoria. Respect, recognition and practical support for volunteers and their families for their self-sacrifice and the commitment they make to protect our community are key requirements for building and sustaining volunteerism for a safer Victoria.

VFBV shares with CFA a commitment to a community-based volunteer and integrated fire and emergency service which delivers a safer Victoria. VFBV is a not for profit registered Association.

**Primary Purpose of the Role:**

This role's primary objective is to;

- Assist VFBV to develop informed opinion and/or policy positions on matters of importance to Volunteers
- Research, analyse, develop and communicate policy positions on issues that impact Volunteers
- Facilitate, coordinate and support both internal and external working parties, reference groups and other key consultative forums to learn and understand Volunteer impacts and needs
- Advocate on behalf of Volunteers and work with industry, government, media and other emergency management stakeholders to improve outcomes for our emergency service Volunteers
- Assisting the Executive officer to provide coordination, direction and support to VFBV forums, committees and working parties including public speaking and presentations to support our advocacy work
- Provide leadership and/or support to specific projects, initiatives, and issues requiring resolution

The position is part of a small team reporting to the VFBV CEO and Executive Officer, gathering and analysing volunteers' views, so that VFBV can formulate policy and direction, and advocate volunteer views to CFA and Government in a logical and well researched manner.

You will work actively with VFBV members and delegates to ensure issues of concern to volunteers are identified, understood and resolved. You will perform a key role in supporting VFBV to inform and seek views from volunteers and to ensure that mechanisms for volunteer engagement and input are functioning effectively so that issues affecting the

welfare and efficiency of CFA volunteers can be either resolved locally or addressed with CFA, Government or other bodies.

As the team at VFBV is small in number, all members of the VFBV team are called upon to be flexible in the tasks they undertake including other specific initiatives or projects as determined by the CEO to maintain and build an even more effective volunteer based CFA.

## **Key Duties**

Duties include but are not limited to:

### **Policy Development & Issue Analysis**

- Prepare policy positions, discussion papers and submissions based on direct volunteer input and feedback
- Undertake, lead and coordinate policy reviews and projects
- Obtain volunteer views & inputs and engage volunteers in policy discussion and formation
- Provide research, analysis and data gathering to support policy development and discussion
- Advise and proactively support VFBV to strategically influence policy, research, initiatives, and decisions impacting on volunteers
- Support VFBV to monitor and interpret key government and sector policy, legislation, regulatory developments and emergency management trends to identify and predict implications on members
- Assist VFBV strategic planning to position itself and volunteers through effective environmental/industry scanning and research to support our understanding on issues, strategies, programs and projects within the sector

### **Communications & Representation**

- Support internal and external VFBV communications, including the media
- Conducting group briefings, presentations and perform public speaking duties
- Develop and provide timely briefings, submissions and correspondence on key issues
- Facilitate access to and dissemination of relevant information and/or policy positions to members
- Establish and maintain constructive relationships with key stakeholders to ensure that VFBV policy and positions are well informed and understood
- Support and/or represent VFBV on a range of committees and working groups to ensure VFBV receives and provides appropriate input, and that our position is clearly presented and advocated
- Support and lead policy advocacy campaigns for nominated specific advocacy priorities

### **Issue Management**

- Provide information and advice to assist VFBV processes and consultative forums
- Recommend workable solutions to identified volunteer issues
- Identify and track progress of issues raised by VFBV consultative processes and direct member engagement
- Provide regular progress reports and feedback to inform VFBV and members on progress against targets and outcomes
- Support VFBV representatives and volunteers with their duties as may be required by their advocacy and representation functions

### **Support & Facilitation**

- Developing and implementing VFBV project work
- Support key VFBV consultative processes, committees, forums and representative structures/forums
- Support and assist VFBV members and committees to ensure effective representation of their views
- Develop proactive approaches & strategies to support and engage volunteer input into decisions and discussions
- Facilitate professional and personal development and the general upskilling of VFBV officials and members to

assist and support their specific roles

- Assist with volunteer enquiries and other general administrative tasks
- Support others to lead innovation projects that contribute to continuous improvement of systems and processes that deliver improved support to VFBV members

### Key Selection Criteria

To be successful you will need :

- Demonstrated ability to function strategically as well as having a strong appreciation and understanding of day-to-day processes and procedures
- Demonstrated ability in policy development, analysis, issues resolution, project management, liaison and negotiation/advocacy skills
- Demonstrated ability to show initiative, sound judgment and display effective communication skills
- A track record of achievements and success managing competing priorities and completing tasks within set timeframes
- Proven ability to resolve issues that may involve diversity of opinion, conflicting interests, sensitive and/or confidential elements
- High level of conceptual, analytical and problem-solving skills including project management
- Well-developed interpersonal skills including experience in establishing and maintaining constructive working relationships with internal and external stakeholders
- Ability to communicate (written & oral) with a range of audiences and be able to connect with a highly diverse volunteer membership through to all levels of government and senior sector representatives
- Demonstrated empathy with the volunteer culture
- Ability to engage, listen and facilitate two-way communication amongst a broad range of people and diverse interest groups
- Demonstrated ability in using advanced features of spreadsheets, word processors and presentation software

### Qualifications & Experience

- Relevant tertiary qualifications in a discipline requiring analytical and strategic skills or equivalent is preferred but not essential
- Understanding of research and evaluation techniques
- Good oral and written communication skills
- Proven ability to work collaboratively as part of a team
- Proven capacity to work independently with minimal supervision
- Understanding of the Victorian Emergency Management system would be an advantage
- Understanding and knowledge of the work of CFA and/or other emergency service volunteers would be highly advantageous

### Other relevant information:

- applicants must be prepared to work flexible hours as many Association meetings are held on weekends and evenings
- there is a requirement to attend regular after hours meetings and to travel within country Victoria
- current Victorian Driver Licence is required
- the incumbent will be expected to provide his/her own reliable transport, use of which will be reimbursed on a rate per kilometre basis
- this position is based at the VFBV office in Burwood East