

Department of Environment, Land, Water and Planning

Position Description

Position purpose

Forest and Fire Operations Officers deliver forest management activities in Victoria's state forests and fire management activities in Victoria's national parks, state forests and protected public land.

Forest and Fire Operations Officers:

- Contribute to workcentre teams responsible for implementing a wide range of operational tasks including fire response and prevention activities.
- Work with DELWP personnel, other agency staff, contractors, seasonal firefighters and interact with members of the community.
- Work outdoors to complete a broad range of tasks that includes road and asset maintenance, mowing, tree felling and general forest management.
- Operate various plant and equipment required for the construction of roads, trails and fire-breaks, such as tractors, slashers, chainsaws and whipper-snippers. Successful applicants will be expected to undertake continual development in the safe and efficient use of this equipment.

This role has a strong focus on emergency response and may involve being deployed across the state for periods up to 7-days, for both emergency response and planned burning activities. These activities require a high level of fitness, as the work environment is often steep and remote from vehicles.

Position details

Position title:	Forest and Fire Operations Officer
Position number:	50925606 (Designated Aboriginal Position)
Classification:	AWU Band 2 – 3 (subject to skills, experience and qualifications)
Salary range:	\$55,396 - \$67,482 p.a. plus superannuation
Employment type:	Ongoing – Flexible
Group:	Forest, Fire and Regions
Division & Branch:	Forest and Fire Operations Division / Hume / Murrindindi
Work location:	Broadford
Reports to:	Field Operations Supervisor/Workcenter Operations Coordinator
Direct reports:	Yes No If yes, how many?
Further information:	Bill Twitchett - 0428 317 353

About the Department

DELWP employs more than 4,000 staff in 82 locations across the state. We are a key manager of Victoria's public estate and directly manage an \$8.3 billion investment portfolio, with 81 per cent comprising various categories of public land. The department owns and manages a further \$1.6 billion of other assets, including 40,000 kilometres of roads and tracks, office buildings, depots, public toilets, picnic shelters, recreational facilities, firefighting and road maintenance equipment, crossings, water bores and mobile plant equipment

We bring together planning, local government and infrastructure, environment, climate change, energy and water functions, to ensure an integrated approach to the development of long-term State and regional strategies that build on social, environmental and economic opportunities to provide for future population growth and change.

Our promise to put the community at the centre, is underpinned by our *community charter* and supported by a culture built on the values of teamwork, wellbeing and safety, ownership and service excellence.

For further information about the department, please visit our website www.delwp.vic.gov.au

Context

The Group

The Forest Fire and Regions Group provides end-to-end management of forests, fire and other emergencies by bringing together policy to on-ground delivery of services on the basis of place-based delivery for the entire DELWP portfolio. The Group provides strong leadership, a high performing culture, and staff who are skilled, empowered and supported to deliver on agreed priorities and places the community at the centre of everything we do.

The Division

Forest and Fire Operations Division provides place based design and delivery of forest, fire and emergency management operations and supports Regional Directorates to deliver programs and projects.

Forest and Fire Operations Division also works across the department, Forest Fire Management Victoria partners, and fire and emergency management agencies to support the operational implementation of Safer Together: a new approach to reducing the risk of bushfire in Victoria.

The Region

In the region, the Department of Environment, Land, Water and Planning delivers a range of programs, often in collaboration with other departments, to protect environmental assets, manage public land, and respond to fire and other emergencies through an all-hazards approach. The department ensures appropriate planning, supports regional water management agencies and local governments, and delivers regional services to the community through strong partnerships with regional stakeholders.

Accountabilities

These outline the responsibilities and outcomes required of the role, and form the basis of an individual's Performance Plan.

- Participate as a Forest Fire Management Victoria team member to ensure program objectives are met and tasks are carried out efficiently, effectively and in a safe manner.
- Maintain and improve Occupational Health & Safety standards within the workplace through compliance with Departmental and Industry standards, and participate in DELWP OH&S processes.
- Undertake works in forests and parks as required and maintain facilities and equipment. This may also involve general office work or the collection of field data.

- Participate in activities associated with fire preparedness, suppression, planned burning, other emergency response and recovery operations as necessary
- Attain and maintain accreditation in at least two Core Operational Fireline Firefighter skills (eg tanker driver, plant operator, chainsaw operator, operations officer)
- Undertake construction and maintenance work (including operation of wheeled equipment, as licensed, and other equipment).
- Undertake vermin and noxious weed control works (including the use of chemicals).
- Represent DELWP within the community as required, including (but not limited to) attendance at events, door-knocking neighbours to planned burns and providing information to community members when requested.

Position specific requirements

This position has the following mandatory specific requirements:

- Hold a current manual Drivers Licence (Conditions A, I & V not acceptable for employment).
- Be an Australian Citizen, Permanent Resident or hold current rights to work in Australia
- Meet the “**Category B – Firefighter Arduous**” medical and fitness requirements. This requires meeting the DELWP firefighter medical assessment requirements at least every two years (or as specified by the assessing doctor), and successful completion of the “Pack Hike Test” each year. This requirement also includes notification of any changes in your medical condition prior or after your medical assessment.
- Successfully complete the DELWP General Firefighter accreditation.
- A Statutory Declaration and Consent form consenting to DELWP contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.
- A satisfactory National Police Check will be required (for all non-DELWP employees).
- Successful applicants will be required to provide a completed Aboriginality Form.

Key Selection Criteria

The Key Selection Criteria specified below outline the capabilities required for the position of Forest and Fire Operations Officer. Applicants are encouraged to consider each of the following Personal Attributes and Knowledge and Skills throughout the recruitment and selection process.

Specialist/Technical Expertise/Qualifications

Mandatory

Band 2: must currently hold or be able to achieve accreditation in two of the following Core Operational Fireline Firefighting skills –

- Crew Leader;
- Faller – Intermediate,
- Plant Operator – Small or Large Dozer
- Tanker Driver.

Band 3: must currently hold two of the following Core Operational Fireline Firefighting skills –

- Operations Officer Level 1
- Faller – Advanced

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- Plant Operator – Large Dozer.
- Be available for standby for an immediate return to work. A maximum 20 minute response time is preferred

Desirable

- Training, accreditations and experience in the safe and effective driving of manual 4WD vehicles.
- Experience and understanding of Safe Work Practices including awareness of Regulations and Codes of Practice (Manual Handling, Noise, Dangerous Goods, Prevention of Falls, Plant), use of Standard Operating Procedures, use of Job Safety Planning (SWPs/SOIs)/ Risk Assessments/Site Safety Surveys.
- Aptitude towards and understanding of the safe and effective use of tools and equipment including non-powered and small hand tools, chainsaws, brush-cutters and pole saws, basic carpentry, small pumps (slip on / tanker and filler), field radios and other communication equipment.

Personal Attributes

- **Teamwork:** Cooperates and works well with others in the pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within group.
- **Ownership:** takes responsibility for own actions; shows initiative and learns from mistakes; values the knowledge and experience of others; leads by example.
- **Safety Focus:** takes personal responsibility for own wellbeing and safety and that of colleagues; willing to speak and raise issues to be resolved constructively; leads by example and is an active role model in how treat self and others; thinks before acting, is caring, supportive and shows empathy towards others.
- **Resilience and Flexibility:** perseveres to achieve goals, follows orders and requests, remains calm and in control under pressure; accepts constructive criticism in an objective manner without becoming defensive.
- **Initiative and accountability:** proactive, looks for things to do; doesn't waste time and wants to be at work; seeks information needed to solve work problems; identifies and proposes practical solutions to problems.

Our Values

The departments values are: **Teamwork, Service Excellence, Ownership and Wellbeing & Safety**. Our values are the foundation of our culture and guide how we work together, with our ministers, stakeholders, partners and the community.

Emergency Response and Health and Safety Requirements

Forest Fire Management Victoria plays a major role in Victoria's emergency response activities on behalf of DELWP, through a major role in Victoria's emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and "fit for work" assessment.

The occupational health and safety requirements of this position include, but are not limited to:

- Working conditions associated with firefighting and other emergency responses (eg. heat and other weather extremes, long shifts, work at night, weekends and public holidays)
- Undertaking a variety of physical tasks including endurance walking, lifting, handling or movement of heavy and awkward objects

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- Operating or working near aircraft, heavy plant, vehicles and manual powered hand tools.
- Participation on rosters for both emergency response and planned burning
- Travelling away from the home workcentre and Working in remote locations with the possibility of camping for up to a week at a time
- Travelling in 4WDs, helicopters and light aircraft and working from heights
- Operating in environments subject to extreme heat, cold, dust, smoke, pollens and chemical and biological agents
- Wearing personal protective equipment and clothing, including equipment that may increase metabolic heat and workloads, and reduce vision, respiration, smell, touch and hearing.
- Undertaking work requiring sustained physical effort and intense concentration in adverse conditions over extended periods of time
- Overtime, standby duty, unusual hours of shift work duty and weekend work will be required during emergency and planned burning activities
- Travel to other regional locations within the state or interstate may be required

Diversity and Inclusion

Diversity and inclusion are intrinsic to a safe workplace and as fundamental to wellbeing as the steps we take to remove hazards or support staff in difficult situations.



Our diversity and inclusion outcome pillars

1. We are connected to liveable, inclusive, sustainable communities
2. We are diverse
3. We are inclusive and flexible
4. We are safe and respectful

Other relevant information

Employment Eligibility

- Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply
- Non-VPS applicants will be subject to a probation period of three months.

Join a Workplace Based on Fair Employment

The department offers fair employment and career opportunities. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

Balancing your Life

We understand that life balance is an important part of our employees' lives. The department offers a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Equal Opportunity Employer

The department is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the department to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed under 'Position Details'.

Aboriginal Applicants

This position has been approved for Australian Aboriginal and/or Torres Strait Islander People. It is a designated position under the "special measures" *section 12* of the *Equal Opportunity Act 2010*. Only Australian Aboriginal and/or Torres Strait Islander people are eligible to apply for this position. Applicants will be required to provide a completed Aboriginality form.

Terms and Conditions

Conditions of employment will be governed by the *Field Staff Agreement 2019* or any variation or replacement of that Agreement and the *Public Administration Act*.

Privacy and Probity

The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Information Privacy Act 2014*.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please call the Customer Service Centre on: 136 186, TTY: