

Position purpose

The Department of Environment, Land, Water and Planning (DELWP) employs Forest and Fire Operations Officers to deliver forest management activities in Victoria's state forests and fire management activities in Victoria's national parks, state forests and protected public land.

These positions are part of our Forest Fire Management Victoria (FFMVic) teams located at regionally-based work centres across Victoria. Forest and Fire Operations Officers contribute to the ongoing effectiveness and output of the workcentre that supports liveable, inclusive and sustainable communities and thriving natural environments.

Forest and Fire Operations Officers:

- Contribute to workcentre teams responsible for implementing a wide range of operational tasks and fire prevention activities.
- Work outdoors to complete tasks that includes road and culvert maintenance, tree felling and clearing, brush-cutting, mowing and general vegetation management.
- Complete fuel monitoring and evaluation.
- Work with DELWP personnel, other agency staff, contractors and seasonal firefighters, and interact with members of the community.
- Operate plant and equipment required for the construction of roads, trails and fire-breaks, such as tractors, slashers, chainsaw and whipper-snippers. Successful applicants will be expected to undertake training to upskill in the safe and efficient use of this equipment.

We place a high priority on personal and professional development and there may be opportunities for career progression in both field-based and office roles based on your area of interest.

This role has a strong focus on emergency response and may involve being deployed for periods of time across the state on a 7-day shift arrangement 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.

We value diversity and seek to employ a workforce that reflects the diversity in the communities we service. We encourage applications from Indigenous Australians, people with disability, people from diverse cultural and linguistic backgrounds, mature age workers and lesbian, gay, bisexual, transgender and intersex (LGBTI) people.

Position details

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|-------------------------------|--|
| Position title: | Forest and Fire Operations Officer |
| Position number: | Various – 49 in total (including 10 Designated Aboriginal Positions) |
| Classification: | AWU Band 1 - 3 |
| Salary range: | \$49,281 - \$64,230 p.a. plus superannuation, subject to skills and experience |
| Employment type: | Ongoing – Flexible |
| Group: | Forest, Fire & Regions |
| Division & Branch: | Community & Services Division / Various Regions |
| Work location: | Various locations in Victoria (see Attachment 1) |
| Reports to: | Works Co-ordinator/Supervisor or Crew Leader |
| Direct reports: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many? |
| Further information: | See Attachment 1 – Positions and Locations Available |

About the Department

The Department is tasked with ensuring that Victoria has the right conditions to enable economic growth, while delivering liveable, inclusive and sustainable communities.

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.

We build community resilience by adopting an all-hazards, all-agencies approach across our built and natural environments to improve protection against natural disasters and other emergencies.

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

Context

The Branch – Regional Forest and Fire Operations

In the Regions, DELWP 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 under the Forest Fire Management Victoria brand. DELWP ensures appropriate planning, supports regional water management agencies and local governments and delivers regional services to the community through strong partnerships with regional stakeholders. Within this, the Regional Forest and Fire Operations Unit leads and coordinates the planning and delivery of regional forest, fire and emergency management operations to provide environmental, economic and social benefits, and improve the safety of local communities.

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 of a works crew to ensure program objectives are met, and that tasks are carried out efficiently and 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 require some general office work including the collection and analysis of field data.
- Participate in activities associated with fire preparedness, suppression, planned burning, other emergency response and recovery operations in accordance with one's role, training and accreditation.
- Acquire and develop skills that contribute to personal career progression and the skills and capabilities of the Department for the future, including attaining and maintaining accreditation in at least two Core Operational Fireline Firefighter skills (tanker driver, plant operator, chainsaw operator, operations officer)
- Undertake construction and maintenance work (including operation of wheeled equipment, as licensed, and other equipment) on Departmental and Parks Victoria land and facilities.
- 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:

- National Police Check will be conducted as part of the selection process (for all non-DELWP employees).
- Manual Victorian Driver's License is required.
- Shift-work or out-of-hours work, including evening or weekends, that will involve occasional overnight travel
- Applicants are required to meet the "Category B – Firefighter Arduous" medical and fitness requirements prior to commencement.
- Biannual medical and annual task based assessments are an ongoing requirement of the role.
- Australian Citizenship, Permanent Residency or Permanent Working Rights

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.

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.

Knowledge and Skills

- Existing experience and/or willingness to undertake training, achieve accreditation and maintain competencies in a minimum of two of the following:
 - Departmental Fire Accreditation – potentially leading to Operations Officer Level 1.
 - Chainsaw Operator – Faller Intermediate or Advanced,
 - Plant Operator – Small Dozer,
 - Plant Operator – Large Dozer,
 - Tanker Driver.
- 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.
- Basic administrative skills such as record keeping, data collection and basic computer usage.

Desirable:

- Map reading, navigation and orientation skills.
- 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 Analysis (JSAs)/ Risk Assessments / Site Safety Surveys
- Current level 2 First Aid (HLTAID003 – Provide First Aid)
- Be available for standby for an immediate return to work. A maximum 20minute response time is preferred

Department Values

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian community. Our values are the foundation of our culture and guide how we work together, with our ministers, stakeholders, partners and the community.

The department's values are: **Teamwork**, Service **Excellence**, Ownership and **Wellbeing & Safety**.

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-agencies 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
- 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
- Recreation leave may be restricted during Fire Season
- 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

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. The demands and seasonality of the duties of this role will need to be considered in any discussions around the application of flexible working arrangements but some arrangements that may be available and catered for outside emergency response are flexible start and finishing times, working part time or job sharing and paid leave provisions. These 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, including Aboriginal Australians, people with disability, people from diverse cultural and linguistic backgrounds, mature age workers and LGBTI people.

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 contact HOBAN Recruitment on 1300 304 130 or by emailing ffo@hoban.com.au.

Aboriginal Applicants

A number of positions have been approved for Australian Aboriginal and/or Torres Strait Islander People. These are designated positions 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 these positions. Applicants will be required to provide a completed Aboriginality form. To learn about DELWP's Aboriginal Employment Plan Munganin Gadhaba – or for more information on our gender equity and diversity framework, please visit: <https://www2.delwp.vic.gov.au/>.

Terms and Conditions

Conditions of employment will be governed by the *Victorian Public Service Enterprise Agreement 2016* 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 *Privacy and Data Protection Act 2014*.

Position Description

Attachment 1: Positions and Locations Available

| Location | Contact |
|----------------------------------|----------------|
| Gippsland | |
| ERICA X 3 | Kelly Rash |
| NOOJEE X 2 | 03 5172 2560 |
| BRIAGALONG X 1 | |
| DARGO X 2 | |
| NOWA NOWA X 1 | |
| BAIRNSDALE X 1 (DAP only) | |
| YARRAM X 2 (includes 1 X DAP) | |
| BENDOC X 1 | |
| ORBOST X 1 | |
| SWIFTS X 1 | |
| Hume | |
| CORRYONG X 2 | Aaron Kennedy |
| MITTA VALLEY X 2 | 02 6071 5304 |
| TALLANGATTA X 1 | |
| BRIGHT X 1 | Jarrod Hayes |
| OVENS X 1 | 03 5731 1246 |
| BROADFORD X 3 (includes 1 X DAP) | Bill Twitchett |
| ALEXANDRA x 2 (includes 1 x DAP) | 03 5772 0235 |
| MARYSVILLE X 1 | |
| MANSFIELD X 2 | Lucas Russell |
| | 03 57331241 |

Position Description

Grampians

| | |
|--------------------------------|-------------------------------|
| HORSHAM X 2 (includes 1 X DAP) | Glenn Rudolph 0429 354 521 |
| BEAUFORT X 1 | Tony Morris |
| DAYLESFORD X 2 | 0407 740 045 |

Loddon Mallee

| | |
|----------------------------|-------------|
| CASTLEMAINE X 2 (DAP only) | Tim Wishart |
| COHUNA X 1 | 03 84272040 |

Port Phillip

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|-----------------------------------|-------------------------------|
| POWELLTOWN X 3 (includes 2 X DAP) | Nigel Brennan 03 5965 9900 |
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Barwon South West

| | |
|--------------------------------|----------------|
| FORREST X 1 | Peter Driscoll |
| GELLIBRAND X 3 | 0417208718 |
| HEYWOOD X 2 (includes 1 x DAP) | Michael Harper |
| DARTMOOR X 1 | 0429 397 721 |
| CASTERTON X 1 | |

Please note: DAP – Designated Aboriginal Position]