

Position Description

Position details

Position title:	Fire Support Officer		
Position number:	Various		
Classification:	VPS Grade 2		
Salary range:	\$56,271 to \$72,262 + superannuation		
Employment type:	Fixed Term, Full Time: 22+ weeks per year		
Group:	Forest, Fire and Regions		
Division & Branch:	Forest and Fire Operations/Various regions		
Work location:	Bairnsdale, Bendigo (2 positions), Colac (2 positions), East Melbourne, Erica, Heyfield, Heywood (2 positions), Horsham (2 positions), Mansfield, Mildura (2 positions), Orbost, Powelltown, Sebastopol (2 positions), Tallangatta Hybrid work arrangement available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Reports to:	Various		
Direct reports:	<div><input type="checkbox"/> Yes<input checked="" type="checkbox"/> No</div> <div>If yes, how many?</div>		
Further information:	Bairnsdale	Stephen Young	0488 677 779
	Bendigo	Amy Barnes	0427 968 832
	Colac	Lisa Welsh	0408 233 220
	East Melbourne	Wing Major	0417 052 748
	Erica	Leah de Vries	0436 619 770
	Heyfield	Dee Dorber	0427 519 136
	Heywood	Simon Sealey	0417 387 822
	Horsham	Paul Reichenbach	0427 169 815
	Mansfield	Nick Purss	0438 763 366
	Mildura	Daniel Marr	0437 315 812
	Powelltown	Justin Jemmeson	0456 303 889
	Orbost	Dean Kleinitz	0428 741 853
Sebastopol	Crystal Clark	0458 352 275	
Tallangatta	Gabby Vening	0436 634 560	

Position purpose

The Fire Support Officer assists the district staff with daily preparedness in the fire district, providing administrative support and assisting in the coordination of fire preparedness, prevention and response activities. This position is predominately office based.

Context

Forest, Fire and Regions manages State forests, coasts and other public land, and delivers integrated, accessible and high-quality programs, projects and services across all DEECA portfolio areas, working collaboratively with local communities and other partners. The group provides high-quality advice to government on forest, fire and emergency management, and has a lead role in preparing for, responding to, and recovering from fire and other emergencies, to reduce impacts on people, property and the environment. As DEECA's main connection to local communities and environments across the state, the group provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

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, DEECA 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 that may be required of the role and form the basis of an individual's Performance Plan.

1. Fire and Emergency Management

Fire Support Officers are involved in administrative activities associated with fire suppression and other emergency response and/or recovery operations. This may include, but is not limited to:

- Provide administration support to fire operations staff, including invoice payments and processing of district standby and overtime returns.
- Assist in the coordination of fire preparedness, prevention suppression and recovery activities, including the planned burn program.
- Collect, collate and summarise the district readiness and response arrangements during the fire season.
- Liaise with the District Manager, Workcentre Operations Coordinators, PFF Coordinator and other program managers on fire support roles as required
- Assist with incident and regional control centre preparedness and undertake incident management team support roles as required.
- Be available to assist as a firefighter where required (subject to the appropriate medical and fitness classification being obtained).

2. Collaboration and Systems Use

Provide administrative support to the District, such as:

- Using basic computer systems and email; Microsoft applications
- Assist with maintenance and checking of the FireWeb database

- Knowledge and understanding of standards, policies, procedures and regulations, and follow these instructions with limited guidance; ask questions when required or unsure

Complete administrative tasks associated with field operations work, specifically:

- Reporting on safety issues, works progress
- Field data collection, recording, and analysis
- Timesheet recording

Contribute as part of a team; communicate and undertake tasks with others, including:

- Appropriately representing the department to partner agencies, external stakeholders and members of the community
- Providing departmental information to stakeholders including information on regulations and requirements
- Complying with safe working practices
- Maintaining positive relationships with peers, team members and supervisors
- Interacting respectfully and appropriately with team members, supervisors, other agency staff, contractors, and community members

3. **Compliance with Departmental Policy and Procedures**

Follow and comply with all DEECA policies including:

- Occupational Health & Safety standards and participate in workplace OH&S processes
- Report on Safety issues
- Compliance with departmental documentation requirements
- Practice cultural safety by creating environments, relationships and systems free from racism and discrimination so that people can feel safe, valued and able to participate.

Key Selection Criteria

The key selection criteria specified below outline the capabilities required for the position.

Specialist/Technical Expertise/Qualifications

An understanding and knowledge of practices and issues associated with fire management with clear emphasis on fire prevention (planned burning), preparedness, and suppression is desirable.

Capabilities

Digital and Technological Literacy

- Performs a range of tasks through digital tools e.g. Microsoft suite of application of Outlook, Excel, Word, and Teams;
- Integrate digital and technological developments in the design and delivery of relevant policies, programs and services.

Communicate with impact

- Use various communication media to convey information, ideas and insights in ways that maximises understanding of messages
- Possess good written and verbal communication skills
- Organises information in a logical sequence
- Includes content appropriate to the purpose and audience

Working Collaboratively

- Builds trust and rapport with others

- Sets common goals through a high degree of empathy
- Display willingness to share control and responsibility with peers, external partners and community in the delivery of work and outcomes
- Cooperates and works well with others in pursuit of team goals
- Share information and acknowledge others' efforts
- Step in to help others where required

Resilience

- Maintain a positive attitude and consistently deliver quality work in the face of challenging situations
- Is open to new ideas and approaches
- Offers own opinions, ask questions, makes suggestions
- Does not give up easily
- Maintains discipline in keeping to planned or assigned work

Position specific requirements

Financial Delegation Value	\$0 A declaration of Private Interests will be required for positions with financial delegations of >\$20,000
Mandatory Requirements	<p>Hold a current manual Drivers Licence (Conditions A, I & V not acceptable for employment).</p> <p>Be an Australian Citizen, Permanent Resident or hold a valid work visa for the employment period.</p> <p>Meet the “Category H – Office” medical and fitness requirements (as a minimum). This requires meeting the DEECA firefighter medical assessment every two years (or as specified by the assessing doctor). This requirement also includes notification of any changes in your medical condition prior or after your medical assessment.</p> <p>Undertake a Tasked Based Assessment applicable to the medical category assigned.</p>
The occupational health and safety requirements of this position may include, but are not limited to:	<ul style="list-style-type: none"> • Working for extended period of time in an office / incident control centre environment. • 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. • It is the Fire Support Officer's responsibility to maintain fitness relevant to their role and related duties throughout their employment. • Overtime, standby duty, unusual hours of shift work duty and weekend work will be required during fire emergencies. • Minimum rest breaks are mandated and fatigue management leave may be directed. • Travel to other regional locations within the state or interstate maybe required.
DEECA will conduct relevant and required checks about applicants and the information provided within an application. Such checks will include but are not limited to:	<p>A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.</p> <p>A satisfactory National Police Check will be required (for all non-DEECA employees).</p>
Employment terms and conditions	Are governed by the <i>Victorian Public Service Enterprise Agreement 2020</i> and the <i>Public Administration Act 2004</i> .

	<p>Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply</p> <p>Non-VPS applicants will be subject to a probation period of six months</p> <p>This position has a requirement to work shift work or out of hours work will be required that will involve evening or weekend work including occasional overnight travel.</p> <p>Be available for standby for an immediate return to work during the employment period. A maximum 20-minute response time is preferred.</p>
Privacy	<p>The department affirms that the collection and handling of applications and personal information will be consistent with the requirements of the <i>Privacy and Data Protection Act 2014</i>.</p>
Ability to achieve accreditation and maintain competencies in the following	<p>Training for the below will be provided during employment depending on District requirements.</p> <p>Application 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.</p> <ul style="list-style-type: none"> • Level 2 First Aid <p>AIIMS (Australasian Inter-service Incident management System)</p>

About the Department

We employ more than 4,000 staff, who work from more than 82 locations throughout Victoria, across the portfolios of energy, environment, climate action, water, agriculture and resources. Our challenge is to maintain Victoria's liveability, with a population expected to almost double by 2050, while responding to climate change and protecting our natural environment, infrastructure and heritage for future generations. We take a community-centred approach and involve communities and key stakeholders in decisions and policies that affect them and we collaborate across our portfolios to design and deliver services and programs.

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

Our values

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

Emergency Response and Health and Safety Requirements

The department plays 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.

A Diverse, Inclusive and Flexible Workplace

DEECA welcomes applicants from a diverse range of backgrounds and we focus on the essential requirements of the job and being consistent and fair in our treatment of all applicants. 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

DEECA can provide reasonable adjustments for people with a disability. If you need assistance to fully participate in the application or interview process, please use the contact listed under 'Position Details'.

Aboriginal Cultural Safety

Cultural safety of Traditional Owners and Aboriginal Victorians, as an underpinning principle of self-determination, is embedded in everything we do. Under the Aboriginal Cultural Safety Framework DEECA is committed to creating a culturally safe workplace, where there is space for culture to live and for spiritual and belief systems to exist. For further information, please contact self.determination@delwp.vic.gov.au.

Balancing your Life / Hybrid Working

We understand that a balanced life is important to our employees and we offer a wide range of flexible options to help you manage family, health, carer responsibilities, study, career or personal interests. Options may include working some days from home or other suitable locations, starting early or late, working part time, job share or accessing paid or unpaid leave in line with our flexible working policy.

To receive this information in an accessible format (such as large print or audio) please call the Customer Service Centre: 136 186, TTY: 133 677, or email customer.service@delwp.vic.gov.au