

Position Description

C-0154



Position Details

Position Number:	Various
Position Title:	Project Firefighter
Division/Region:	Fire and Emergency Services
District/Branch:	Various Districts in Victoria
Location:	Various Locations in Victoria
Term:	1 Year, Fixed Term, Full Time, Seasonal: 26 or 22 weeks per year
Classification:	*Grade 1 Step 10 (Salary \$52,733) - Grade 2 (Salary \$56,062-\$61,256) + plus government required superannuation. *This Grade is for new PFFs that have not worked previously as a PFF.
Hiring Manager:	Ranger Team Leader, Field Supervisor Fire and Emergency

Position in Context

The Operations Division is responsible for the service delivery of initiatives, programs and services. On-ground works and services will conserve environments, protect culture and heritage, manage visitor facilities and improve opportunities and support fire and emergency management. The Regional resources will support environmental, social and economic outcomes for rural, regional and urban communities. Service delivery is managed and delivered within the demands of the Divisional Action Plan and the requirements of the Division's statewide fire and emergency role and in partnership with community and government agencies.

Each region consists of a diverse range of parks and reserves. Staff working within the Region are responsible for providing efficient and effective implementation of a broad range of often complex park management functions including natural, cultural and built asset management, visitor management and services, stakeholder management, park planning and emergency response.

Fire and emergency management is a key deliverable for Parks Victoria in partnership with the emergency management sector, and emergency service organisations including Emergency Management Victoria (EMV) and the Department of Environment, Land, Water & Planning (DELWP).

The creation of a separate Fire and Emergency Services Directorate and the functional fire and emergency teams within regions, recognises the importance that fire and emergency management plays in Parks Victoria's day-to-day business and the potential impacts associated with this program area.

Position Purpose

The Department of Environment Land, Water and Planning (DELWP) and Parks Victoria (PV) employ Project Firefighters annually to assist in fire management activities in Victoria's national parks, State forests and Protected Public Land. Project Firefighters may also be called upon to support other emergencies such as flood and storm response.

These positions form part of Forest Fire Management crews located at more than 80 workcentres across Victoria (DELWP and PV). Each position will be a key contributor to the ongoing effectiveness and output of the work centre and will have involvement with departmental personnel, contractors and other Project Firefighters. Interaction with members of the community is also a key function of Forest Fire Management.

Participation in bushfire preparedness, suppression and planned burning operations is the major focus of the job. Most of the work is based outdoors and includes road and culvert maintenance, tree felling and clearing, brush cutting, raking, slashing, fuel monitoring and evaluation. Operating plant and equipment required for the construction and maintenance of roads, fire trails and firebreaks such as tractors and slashers, chainsaws, whipper snippers, pumps etc. is also part of the role. Work is often carried out in remote bush locations.

Successful applicants may be deployed for periods of time across the state on a 7-day shift arrangement for both emergency response and planned burning activities. Successful applicants will have a high fitness level as the role often requires working in steep terrain, remote from vehicles and moving and carrying equipment and heavy tools for potentially long shifts.

Key Accountabilities

ACCOUNTABILITY	DESCRIPTION AND MEASUREMENT
<p>Fire and Emergency Services</p>	<p>Participate in activities associated with fire prevention, suppression, planned burning and other emergency response and recovery operations in accordance with one's role, training and accreditation.</p> <p>Maintain Occupational Health & Safety standards within the workplace through compliance with organisational and industry standards, and participate in workplace OH&S processes.</p> <p>Undertake fire protection works including road construction and maintenance activities, slashing and clearing tracks and culverts.</p> <p>Participate in vehicle, plant, equipment and facility maintenance for fire preparedness, suppression, planned burning and general field maintenance activities.</p> <p>Actively participate as a Forest Fire Management team member to ensure that program objectives are met and that tasks are safely carried out in an effective and efficient manner.</p> <p>Operate equipment, plant and vehicles in accordance with one's role, training and accreditation requirements.</p> <p>Actively participate in training programs in accordance with one's role, training and accreditation requirements.</p> <p>Undertake other work 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.</p> <p>Represent Parks Victoria within the community as required, including (but not limited to) attendance at events, door-knocking neighbours to planned burns, providing information to community members when requested.</p>
<p>Fire and Emergency Management</p>	<p>Project Firefighters are involved in activities associated with fire suppression and other emergency response and/or recovery operations. This may include, but is not limited to:</p> <ul style="list-style-type: none"> • General firefighting, including remote area activities • Use of chainsaws • Fire retardant mixing and aircraft loading • Driving small fire tankers/vehicles • Planned burning and fuel management activities • Responding to other emergencies including storm or flood response • Using specialised skills in emergency response activities • Maintain fire and emergency management roles based on accreditation and fitness level • Map reading, navigation and orientation skills.

<p>Land and Forest Management Activities</p>	<p>Project Firefighters are involved in activities associated a range of outdoor land and forest management operations which may include the following:</p> <ul style="list-style-type: none"> • Road and track construction and maintenance • Weed control/chemical weed control (holder of ACUP) • Brush cutting • Seed collection and tree planting/Seed Processor - activity • Mowing/slashing and other vegetation management • Pest plant and animal control works <p>Operate and maintain facilities, plant and/or equipment using skills requiring accreditation or supervision at a competent level, including the following:</p> <ul style="list-style-type: none"> • Recreation facility construction and maintenance • Operating/maintaining plant and equipment in accordance with prescribed standards and regulations. • Fire facility maintenance and checking • Equipment maintenance (within scope of user manual) and serviceability inspection. • Vehicle and plant maintenance (within scope of user manual or departmental procedure). • Plant operation • Basic carpentry and/or fabrication
<p>Collaboration and Systems Use</p>	<p>Provide administrative support to the workcentre, such as:</p> <ul style="list-style-type: none"> • Using basic computer systems and email; Microsoft applications • Knowing where to find information about standards, policies, procedures and regulations, and follow these instructions with limited guidance; ask questions when required or unsure <p>Complete administrative tasks associated with field operations work, specifically:</p> <ul style="list-style-type: none"> • Contributing to and implementing Risk Assessments/JSP's/Site Safety Surveys • Reporting on safety issues, works progress and field issues • Field data collection, recording, and analysis • Timesheet recording <p>Contribute as part of a team; communicate and undertake tasks with others, including:</p> <ul style="list-style-type: none"> • 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

Values, Safety and Wellbeing	<p>Champion Parks Victoria’s preferred culture to meet Parks Victoria’s corporate objectives and to promote team work, employee development and empowerment in order to foster a culture of high performance and a workforce which demonstrates behaviours consistent with Parks Victoria’s corporate values.</p> <p>Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers).</p>
Finance and Governance	<p>Ensure effective budget management and financial reporting which meets the organisation’s overall legal and statutory requirements and control expenditure within budget limits whilst maximising the value of management resources.</p> <p>Lead and support the compliance through internal controls, including policies, procedures and delegations to manage how decisions and actions are undertaken to achieve Parks Victoria’s objectives.</p>

Key Capabilities

The incumbent will exhibit the following key capabilities:

NO.	CAPABILITY	DESCRIPTION
P2	Teamwork	Willingly cooperates and works collaboratively towards solutions that generally benefit all involved parties and to accomplish organisational objectives
P7	Resilience	Survives and thrives amidst ongoing change, disruption and adversity in order to meet organisational objectives
L2-C	Communicating with Influence	Uses and applies effective communication strategies to confidently convey ideas and information in a clear and interesting way
P10	Service Delivery	Maintains focus on delivering service and results that contribute to the high performance of the organisation

Selection Criteria

Your application will be assessed against the following Qualifications and Experience and Key Capabilities

QUALIFICATIONS AND EXPERIENCE

This position has the following mandatory specific requirements:

All applicants must:

- Have a current manual Drivers Licence. (Conditions A, I & V not acceptable for employment)
- Be an Australian Citizen, Permanent Resident or hold a valid work visa for the employment period
- Meet the “Category B – Firefighter Arduous” medical and fitness requirements. This requires passing the DELWP firefighter medical assessment at least every two years (or as specified by the assessing doctor), and successful completion of the “Pack Hike Test” prior to each fire season. These are an ongoing requirement of the role. This requirement also includes self-notification of any changes in your medical condition prior to or after your medical assessment
- A current employee Working with Children Check (WWCC)
- Pass a National Police Check as part of the selection process
- Ability to achieve competent result in the DELWP General Firefighter accreditation
- New recruits will be required to attend a minimum 2-week training camp

This position has the following desirable requirements:

- Understanding of application of safe work practices including awareness of regulations and codes of practice and safety documentation systems
- Experience working in bushfire response or forest operations
- Be available for standby for an immediate return to work during the employment period. A maximum 20-minute response time is preferred
- **(Grade 1):** Core Operational Fireline Firefighting skills (training provided)
- **(Grade 2):** Two Core Operational Fireline Firefighting skills, Operations Officer Level 1, Faller – Intermediate or Advanced, Plant Operator – Small or Large Dozer or Tanker Driver
- Training, accreditations and experience in the safe and effective driving of manual 4WD vehicles
- A current Level 2 First Aid

Foundation Capabilities and Behaviours

All staff are expected to support Parks Victoria’s vision, mission, values and preferred culture and this includes modelling behaviours outlined in the VPS Code of Conduct.

Parks Victoria recognises diversity and inclusion is everyone’s business. We value a culture where everyone can be themselves at work, regardless of background, orientation, age or gender, that brings out our best, values everyone’s contribution and works within a flexible working environment, ultimately reflecting the community we serve.

Organisational Commitments for all Staff

Parks Victoria is a key support agency in Emergency Management. All staff may be directed to perform fire and emergency and/or business continuity roles as required. This can include carrying out these roles in alternative locations around Victoria.

Parks Victoria is committed to ensuring a culturally safe work environment for Aboriginal people and values the beliefs, knowledge and views of Traditional Owners. This includes empowering Traditional Owners to equitably participate in the governance and management of Country. All Parks Victoria staff are expected to support this commitment.

Parks Victoria is committed to child safety and has zero tolerance for child abuse and all forms of harm to children, in accordance with the Victorian Child Safe Standards. All Parks Victoria staff are expected to support this commitment.

Parks Victoria requires all prospective employees to undergo a National Police Record Check to ensure the safety of our staff and the community. A criminal record will not automatically preclude you from applying for a role at Parks Victoria. Each application will be considered on its merits.

In accordance with the Australian Technical Advisory Group on Immunisation (ATAGI) guidance vaccination is an appropriate and important measure to reduce the transmission risks of COVID-19 at Parks Victoria workplaces. This role will be subject to ATAGI advice on recommended vaccination dosage and exemptions, as and when it is updated. The incumbent is required to provide evidence to Parks Victoria confirming their Vaccination Status as up-to-date or as an Exempted Person in line with ATAGI recommendations.

Only people with Australian Citizenship, Permanent Residency or a non-citizen with a valid visa that provides work rights may apply for this position.

Role Requirements

Parks Victoria 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 appropriate training and “fit for work” assessment.

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

- Undertaking a variety of physical tasks including endurance walking, lifting, handling or movement of heavy and awkward objects.
- Operating or working near manual powered hand tools.
- Participation on rosters for both emergency response and planned burning.
- Travelling away from the home workcentre to other regional locations within the state or interstate may be required. Working in remote locations with the possibility of camping for up to a week at a time.
- Travelling in or working near heavy plant, 4WDs, vehicles, 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.
- Work associated with firefighting and other emergency responses may be required (eg. overtime, standby duty, unusual hours of shift work duty, weekend work, long shifts, work at night, weekends and public holidays).

Ability to achieve accreditation and maintain competencies in the following

Training for the below will be provided during employment.

Accreditations and experience in the safe and effective driving of manual 4WD vehicles.

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.

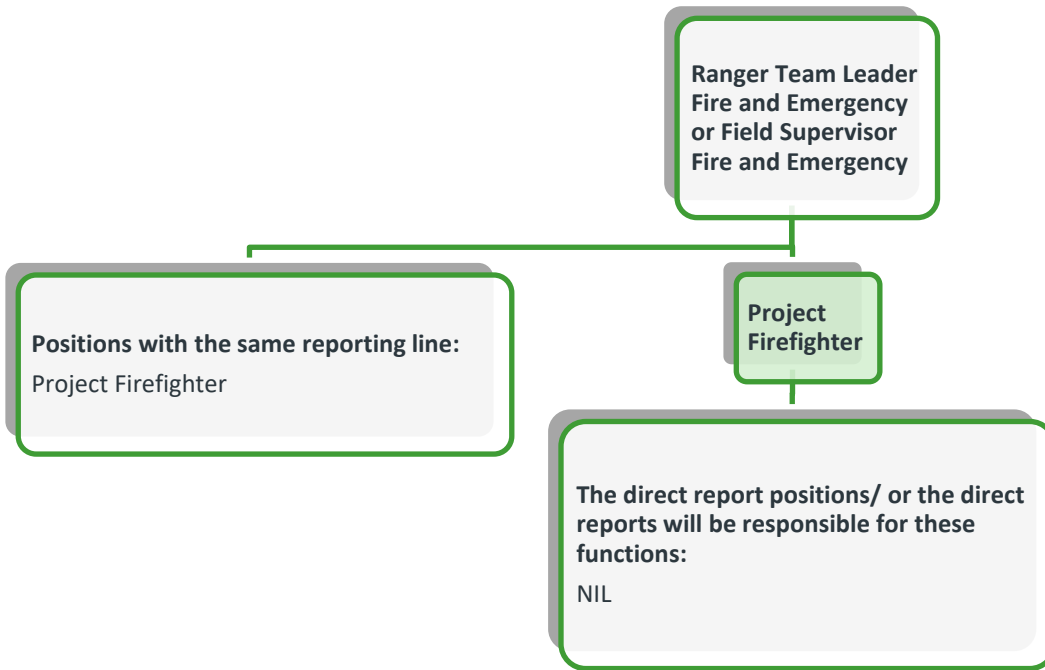
Application of Safe Work Practices including awareness of Regulations and Codes of Practice (Manual Handling, Noise, Dangerous Goods, Prevention of Falls, Plant), use of Standard Operating Procedures, use of Job Safety Planning (SWPs/SOIs)/ Risk Assessments/Site Safety Surveys.

Training for the below may be provided during employment depending on workcentre requirements.

- Chainsaw operator
- Level 2 First Aid
- 4WD Tanker Driver/Unimog Operator
- Plant operator

Position Dimensions

REPORTING RELATIONSHIPS



BUDGETS	
Capital Expenditure:	Set Annually
Operational Expenditure:	Set Annually

KEY STAKEHOLDERS	
Internal	External
<ul style="list-style-type: none"> All Parks Victoria employees 	<ul style="list-style-type: none"> Members of the public Visitors Local Community Groups Other Government Agencies Local Traditional Owner Groups