

Department of Energy, Environment and Climate Action

Position Description

Position details

Position title:	Seasonal Forest and Fire Operations Officer (Designated Aboriginal Position)
Position number:	Various
Classification:	PFF Band 1 – Band 2
Salary range:	\$56,044 - \$65,221 p.a. + superannuation, subject to skills & experience
Employment type:	Fixed Term – Full Time: Minimum 22 weeks per year
Group:	Bushfire and Forest Services
Division & Branch:	Forest and Fire Operations Division
Work location:	Various – Refer to WorkCentre Location Map on the PFF website. Hybrid work arrangement available: No
Reports to:	WorkCentre Operations Coordinator (or as otherwise delegated)
Direct reports:	No
Further information:	DEECA Customer Service Centre 136 186 or aboriginal.employment@deeca.vic.gov.au

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.

DEECA Aboriginal and Development Support

DEECA is committed to support the self-determination of Traditional Owners and Aboriginal Victorians. This is supported by Pupangarli Marnmarnepu 'Owning Our Future' Aboriginal Self-Determination Reform Strategy 2020-2025 [Pupangarli-Marnmarnepu-Owning-Our-Future-Aboriginal-Self-Determination-Reform-Strategy-2020-2025.pdf](https://delwp.vic.gov.au/pupangarli-marnmarnepu-owning-our-future-aboriginal-self-determination-reform-strategy-2020-2025.pdf) (delwp.vic.gov.au)

Aboriginal employees are supported, connected, and developed with the assistance of DEECA's Aboriginal Employment and Development Team. Employees can join the Aboriginal Staff Network. (ASN) The ASN hold forums, workshops and development sessions to assist staff on their journey at DEECA.

For any questions/queries please email aboriginal.employment@deeca.vic.gov.au. We can assist you with your application and help to prepare you for this process.

Designated Aboriginal Position (DAP)

A designated position is only available to Aboriginal and/or Torres Strait Islander people. It is an affirmative or special measure under section 12 of the Equal Opportunity Act to support redressing disadvantage of certain groups or individuals.

- Applicants need to provide their Aboriginality form or a past completed Aboriginality form prior to offer stage to the hiring manager.
- If you do not have access to an Aboriginality form, here is a link for the form [2024 Aboriginality Form.pdf](#) otherwise, you can use a signed Aboriginal referee check and have two Aboriginal referees to sign the document to confirm your identity.

- If you are the successful applicant for a designated position, an offer of employment cannot be made until a completed Aboriginality Form or signed Aboriginal referee check has been provided to the hiring manager.
- If you have a certified copy of an existing Aboriginality form previously completed by an Aboriginal community organisation (with contact details to verify), this may be used by the hiring manager in place of the DEECA Aboriginality Form

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@deeca.vic.gov.au

About Traditional Owners and Custodians

For over a thousand generations, Traditional Owners and Custodians have cared for and managed the Countries across what we now refer to as Victoria. Traditional Owners and Custodians have spiritual, physical, and cultural connections to Country that remain unbroken and strong.

We need to learn from their experience and begin bringing traditional and western practices together.

DEECA acknowledges the Traditional Owners and Custodians of the beautiful land, seas and waterways that make up the State of Victoria and pays respect to Elders past present and future.

Position purpose

The Department of Energy, Environment and Climate Action (DEECA) employ Seasonal Forest and Fire Operations Officer (formerly Project Firefighters) annually to assist in fire management activities in Victoria's National Parks, State Forests and Protected Public Land. Seasonal Forest and Fire Operations Officers (SFFOs) may also be called upon to support other emergencies such as flood and storm response.

These positions form part of Forest Fire Management Victoria crews located at 80 workcentres across Victoria working on behalf of DEECA. Each position will be a key contributor to the ongoing effectiveness and output of the workcentre and will have involvement with departmental personnel, contractors and other SFFOs. Interaction with members of the community is also a key function of Forest Fire Management Victoria.

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.

A number of positions have been approved for Australian Aboriginal and/or Torres Strait Islander People under s.12 Special Measures of the Equal Opportunity Act 2010. Only Australian Aboriginal and/or Torres Strait Islander people are eligible to apply.

Context

The Group

Bushfire & Forest Services (BFS) is the public land manager for 3.2 million hectares of State forests, including delivery and maintenance of recreation assets, tourism services and forest health activities, and leads DEECA's works across



the state in preparing for and responding to fire and other emergencies on public land to reduce impacts on people, property and the environment.

BFS employs over 1,500 people in every corner of Victoria, with an additional seasonal workforce that contributes to Victoria's bushfire response capability. We create local jobs, employing people from the communities we serve.

BFS provides high quality advice to government on forest, and fire and emergency management. As one of DEECA's primary connections to local communities across the state, the group also provides valuable intelligence on how policy and programs can be designed and delivered to better meet the needs of Victorians.

The Division

The Forest and Fire Operations Division delivers integrated forest and fire management activities across state forests. We deliver forest health programs, promote and manage recreation and tourism sites, and maintain the majority of the public land road network.

Under the Forest Fire Management Victoria (FFMVic) banner, we work with Parks Victoria and Melbourne Water to undertake bushfire management activities across all public land in Victoria. We undertake fuel management and other prevention activities as well as deliver bushfire response. We undertake our bushfire management activities as a part of our broader land management responsibilities.

We are the lead emergency management agency for bushfire and a support agency for a range of Class 2 emergencies.

District Operations

This District Operations team is responsible for the delivery of on ground forest and fire management works. The team utilises a range of technical skills, specialised plant and equipment to ensure safe and efficient delivery of works. The District Operations team works closely with the District Tactical Planning team to provide field expertise and place-based knowledge to ensure plans can be effectively operationalised. This team plays a key role in representing DEECA and FFMVic in the community, as well as providing significant expertise to the development of technical and emergency management capability.

The District Operations Team also plays the primary role in rapid first attack to bushfires across the public land estate and, as part of the regional readiness and response arrangements, contributes key capability to respond to bushfires and other emergencies.

Accountabilities

1. Fire and Emergency Management

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

- 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.

2. Land and Forest Management Activities

SFFOOs are involved in activities associated a range of outdoor land and forest management operations which may include the following:

- 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

Operate and maintain facilities, plant and/or equipment using skills requiring accreditation or supervision at a competent level, including the following:

- 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

3. Collaboration and Systems Use

Provide administrative support to the workcentre, such as:

- 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

Complete administrative tasks associated with field operations work, specifically:

- Contributing to and implementing Risk Assessments/JSPs/Site Safety Surveys
- Reporting on safety issues, works progress and field issues
- 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

4. 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
- To 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

- Understanding of application of safe work practices including awareness of regulations and codes of practice and safety documentation systems is desirable.
- Experience working in bushfire response or forest operations is desirable.

Capabilities

Teamwork

- Builds trust and rapport with others.
- Cooperates and works well with others to achieve team goals.
- Share information and acknowledge the efforts of others.
- Step in to help others where required.

Resilience

- Maintain a positive attitude and consistently deliver quality work in challenging situations.
- Be open to new ideas, approaches and feedback.
- Offers own opinions; asks questions; makes suggestions.
- Does not give up easily.
- Maintains discipline in keeping to and completing assigned work.
- Confident in working in remote bush locations

Communication

- Use various communication methods to convey information, ideas and insights
- Possess good written and verbal communication skills
- Includes content appropriate to the purpose and audience

Delivery

- Executes tasks in accordance with work plan
- Uses approved tools to complete tasks
- Reports on progress
- Is open to acquiring and developing new skills and knowledge
- Maintains accurate project records

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>A current manual Drivers Licence is required for appointment (Conditions A, I & V not acceptable for employment). Be an Australian Citizen, Permanent Resident or hold a valid work visa for the employment period.</p> <p>Meet the “Category B – Firefighter Arduous” medical and fitness requirements. This requires passing the DEECA 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.</p> <p>Ability to achieve competent result in the DEECA General Firefighter accreditation.</p> <p>New recruits will be required to attend a minimum 2 week training camp.</p>
The occupational health and safety requirements of this position may include, but are not limited to:	<ul style="list-style-type: none">• 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 (e.g. overtime, standby duty, unusual hours of shift work duty, weekend work, long shifts, work at night, weekends and public holidays).
DEECA will conduct relevant checks about applicants and the information provided within an	A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.

application. Checks will include but are not limited to:	A satisfactory National Police Check will be required (for all non-DEECA employees). Confirmation of Aboriginality will be required for appointment to designated Aboriginal positions.
Employment terms and conditions	Conditions of employment will be governed by the <i>Field Staff and Wild Dog Controllers Agreement 2021</i> and the <i>Public Administration Act 2004</i> . Non-department applicants will be subject to a probation period of six months. Shift work or out of hours work that will involve evening or weekend work including occasional overnight travel will be required. Be available for standby for an immediate return to work during the employment period. A maximum 20-minute response time is preferred.
Privacy	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.
Ability to achieve accreditation and maintain competencies in the following	<p>Training for the below will be provided during employment.</p> <ul style="list-style-type: none"> • 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. <p>Training for the below will be provided during employment depending on workcentre requirements.</p> <ul style="list-style-type: none"> • Chainsaw operator • Level 2 First Aid • 4WD Tanker Driver/Unimog Operator • Plant operator

About the Department

We employ more than 6,500 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 align with the core Public Sector values – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. Additionally, we use our Leadership Model to shape the way we work. Using the principles of 'Work Together', 'Do What Matters' and 'Make a Difference' we create a culture that puts our people at the centre of everything we do. The Leadership Model reminds us of what's important in our daily interactions with each other, and in the actions and decisions we take to deliver our work.

Our Community Charter

We are committed to the Victorian Government Public Engagement Framework that enables meaningful and inclusive engagement to make better decisions and improve the lives of Victorians. Our Community Charter is our promise to be



available, be involved and listen, and take action as we deliver services and create opportunities that supports thriving, productive, and sustainable communities, environments and industries.

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'.

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@deeca.vic.gov.au