

# Department of Energy, Environment and Climate Action

## Position Description

### Position details

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| Position title:      | Forest and Fire Operations Officer                                                                                |
| Position number:     | Various                                                                                                           |
| Classification:      | Field Staff Band 2                                                                                                |
| Salary range:        | \$57,822 - \$65,221 + superannuation, subject to skills & experience                                              |
| Employment type:     | Ongoing (flexible)                                                                                                |
| Group:               | Bushfire and Forest Services Group                                                                                |
| Division & Branch:   | Forest and Fire Operations Division                                                                               |
| Work location:       | Various<br>Hybrid work arrangement available: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Reports to:          | WorkCentre Operations Coordinator                                                                                 |
| Direct reports:      | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many?                             |
| Further information: | DEECA Customer Service Centre – 136 186                                                                           |

### Position purpose

The Department of Energy, Environment and Climate Action (DEECA) employs Forest and Fire Operations Officers (FFOO) to deliver forest management activities in Victoria's state forests and undertake fire management and firefighting activities in Victoria's national parks, state forests and protected public land.

Team members operate within workcentres and implement a wide range of operational tasks and fire prevention activities. The Forest and Fire Operations Officer assists more experienced employees in a broad range of activities to learn and understand processes and priorities.

This position 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 can be steep and remote from vehicles.

### Context

#### *The Group*

Bushfire and 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, to reduce impacts on people, property and the environment.

Underpinned by our commitment to work in partnership with Traditional Owners, BFS collaborates across government and DEECA to deliver key policies and outcomes in support of communities and industries that use our forests and is directly responsible for recreation policy and service delivery in state forests.

BFS plays a key role in working alongside emergency services under the Victorian Government's 'all communities, all emergencies' operating framework, including meeting DEECA's responsibilities before, during and after an emergency event.

BFS undertakes regulatory functions for biodiversity, public land use and fire prevention, leads development and advice on forest, fire and emergency management policy, strategy and legislation, and delivers safe and fit-for-purpose capability solutions including statewide assets, equipment, technology and learning, ensuring consistency with the Victorian Government's broader strategic objectives.

BFS operates under two public brands – Forest Fire Management Victoria for its land and fire management activities and the Conservation Regulator for its regulatory activities.

### *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. Collaboration and Systems Use

Provide administrative support to the WorkCentre, such as:

- Using computer systems and email
- Knowing where to find information about standards, procedures and regulations and follow these instructions with limited guidance

Complete administrative tasks associated with field operations work, specifically:

- Developing 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, specifically:

- Contribute to making the workplace safe, respectful and inclusive
- Interacting respectfully and appropriately with team members, supervisors, other agency staff, contractors, and community members
- Maintaining positive relationships with peers, team members and supervisors
- Understanding and using techniques to effectively deal with people exhibiting challenging behaviours
- Appropriately representing the department to external stakeholders

- Providing departmental information to stakeholders including information on regulations and requirements
- Leading work teams in delivery of tasking and supervision of less experienced staff
- Complying with safe working practices
- Under guidance, providing on-the-job training, coaching and guidance for staff
- Undertaking supervision of plant and equipment operation, including contract plant operators

## **2. Fire and Emergency Management**

FFOOs are involved in activities associated with fire suppression, other emergency response and/or recovery operations. This may include:

- General firefighting including remote area activities
- Chainsaw Operator – basic or intermediate faller
- Retardant Mixer
- Helicopter Hot Refuelling
- Retardant Mixing and aircraft loading
- Driver – Light/Medium Rigid license (e.g. trucks or fire tankers)
- Aerial Drip torch mixer
- Planned/prescribed burning activities
- Planned burning and fuel management activities
- Responding to other emergencies including but not limited to bushfire, flood, storm, biosecurity and other emergencies in line with DEECA and FFMVic requirements
- 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.

## **3. Land and Forest Management Activities**

FFOOs are involved in activities associated with a range of outdoor land and forest management operations which 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

## **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**

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

## Capabilities

### Teamwork:

- Builds trust and rapport with others.
- Sets common goals through a high degree of empathy.
- Display willingness to share control and responsibility with peers the service, 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.

### Outcomes thinking:

- Think and work in different ways to create better public value for Victorians.
- Establish ways to clearly and effectively measure the impact of government activity.
- Articulates how work, policies and services fit into organisation's objectives.
- Accepts responsibility for own actions; shows commitment to completing work activities effectively.

### Resilience:

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

### Critical thinking:

- Objectively analyse and evaluate available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions.
- Seeks resolution of problems through policy or process guidelines.
- Otherwise seeks guidance by providing information and ideas relevant towards resolution of problem.
- Understands concepts enabling improvements in critical thinking and problem solving.

## Position specific requirements

| Financial Delegation Value                                                                            | \$0. A declaration of Private Interests will be required for positions with financial delegations of >\$20,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| The occupational health and safety requirements of this position may include, but are not limited to: | <ul style="list-style-type: none"><li>• Undertaking a variety of physical tasks including endurance walking, lifting, handling or movement of heavy and awkward objects.</li><li>• Operating or working near manual powered hand tools.</li><li>• Participation on rosters for both emergency response and planned burning.</li><li>• 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.</li><li>• Travelling in or working near heavy plant, 4WD's, vehicles, helicopters and light aircraft and working from heights.</li><li>• Operating in environments subject to extreme heat, cold, dust, smoke, pollens and chemical and biological agents.</li><li>• Wearing personal protective equipment and clothing, including equipment that may increase metabolic heat and workloads, and reduce vision, respiration, smell, touch and hearing.</li><li>• Undertaking work requiring sustained physical effort and intense concentration in adverse conditions over extended periods of time.</li></ul> |

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|                                                                                                                                                     | <ul style="list-style-type: none"> <li>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).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| DEECA will conduct relevant checks about applicants and the information provided within an application. 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Mandatory Requirements                                                                                                                              | <p>Hold a current manual Drivers Licence (Conditions A, I &amp; 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 “<b>Category B – Firefighter Arduous</b>” medical and fitness requirements. This requires passing the DEECA firefighter medical assessment at least every two years, and successful completion of the “Pack Hike Test” prior to each fire season are an ongoing requirement of the role. This requirement also includes notification of any changes in your medical condition prior or after your medical assessment.</p> <p>Biannual medical and annual task-based assessments are an ongoing requirement of the role.</p> <p>Ability to achieve competent result in the DEECA General Firefighter accreditation.</p> |
| Employment terms and conditions                                                                                                                     | <p>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>.</p> <p>Non-department applicants will be subject to a probation period of six months.</p> <p>Shift work or out of hours work that will involve evening or weekend work including occasional overnight travel will be required.</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>                                                                                                                                                                                                                                                                                                    |

## About the Department

We employ approximately 6,300 staff, including around 600 seasonal staff, across more than 86 locations throughout Victoria, across energy, environment, climate action, water, agriculture, and resources portfolios. 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](http://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'.

### 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 [aboriginal.employment@deeca.vic.gov.au](mailto:aboriginal.employment@deeca.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@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au)