

### 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.

**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 for the designated positions.**

### Position details

<b>Position title:</b>	Project Firefighter
<b>Position number:</b>	Various
<b>Classification:</b>	PFF Band 1 – Band 2
<b>Salary range:</b>	\$54,945 - \$63,942 p.a. + superannuation, subject to skills & experience
<b>Employment type:</b>	Fixed Term – Full Time: Minimum 22 weeks per year
<b>Group:</b>	Forest, Fire and Regions
<b>Division &amp; Branch:</b>	Forest and Fire Operations/Various Regions
<b>Work location:</b>	Various – Refer to Workcentre Location Map on the PFF website
<b>Reports to:</b>	Field Operations Supervisor/Field Team Leader
<b>Direct reports:</b>	<input checked="" type="checkbox"/> No
<b>Further information:</b>	DELWP Customer Service Centre – 136 186

## About the Department

DELWP employs more than 4,800 staff in 91 locations across the state and is a key manager of Victoria's public estate. We directly manage an \$8 billion of assets, with 77 per cent comprising various categories of public land. The department owns and manages a further \$1.8 billion of other assets, including roads and tracks, office buildings, depots, recreational facilities, firefighting and road maintenance equipment, crossings, water bores and mobile plant.

DELWP brings together Victoria's climate change, biodiversity protection, resource recovery, water, energy, land management, planning and forest and fire management functions into a single department. We take an integrated approach to creating thriving environments and communities and supporting Victoria's economic recovery from the impact of COVID-19.

Our challenge is to improve Victoria's liveability while protecting our natural environment, infrastructure and heritage for future generations.

For further information about the department, please visit our website [www.delwp.vic.gov.au](http://www.delwp.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.

DELWP 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.

## 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**.

## Context

### *The Group*

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 DELWP 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 DELWP'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, 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. 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**

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:

- 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**

Project Firefighters 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/JSP's/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 DELWP 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.

### Position specific requirements

<p>DELWP 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>	<p>A Declaration and Consent form consenting to DELWP 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-DELWP employees).</p> <p>Confirmation of Aboriginality will be required for appointment to designated Aboriginal positions.</p> <p>To meet its obligations under the COVID-19 Mandatory Vaccination (Workers) Directions and the OH&amp;S Act, the department will request vaccination information or evidence of an exemption in the pre-employment stage.</p> <p><i>(Inability to provide this may impact your subsequent employment to the department)</i></p>
<p>Mandatory Requirements</p>	<p>A current manual Drivers Licence is required for appointment (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 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.</p> <p>Ability to achieve competent result in the DELWP General Firefighter accreditation.</p> <p>New recruits will be required to attend a minimum 2 week training camp.</p>
<p>Employment terms and conditions</p>	<p>Are governed by the <i>Field Staff and Wild Dog Controllers Agreement 2021</i> and the <i>Public Administration Act 2004</i>.</p> <p>Non-VPS applicants will be subject to a probation period of six months. This position has a requirement to work shift work and out of hours work will be required. This includes evening or weekend work and occasional overnight travel.</p> <p>Employees must be available for standby for an immediate return to work during the employment period. A maximum 20-minute response time is preferred.</p>

---

Privacy	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> .
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"><li>• Accreditations and experience in the safe and effective driving of manual 4WD vehicles.</li><li>• 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.</li><li>• 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.</li></ul> <p>Training for the below will be provided during employment depending on workcentre requirements.</p> <ul style="list-style-type: none"><li>• Chainsaw operator</li><li>• Level 2 First Aid</li><li>• 4WD Tanker Driver/Unimog Operator</li><li>• Plant operator</li></ul>

---

## Key Selection Criteria

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

### Specialist/Technical Expertise

- 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

# Position Description

- Uses approved tools to complete tasks
- Reports on progress
- Is open to acquiring and developing new skills and knowledge
- Maintains accurate project records

## Emergency Response and Health and Safety Requirements

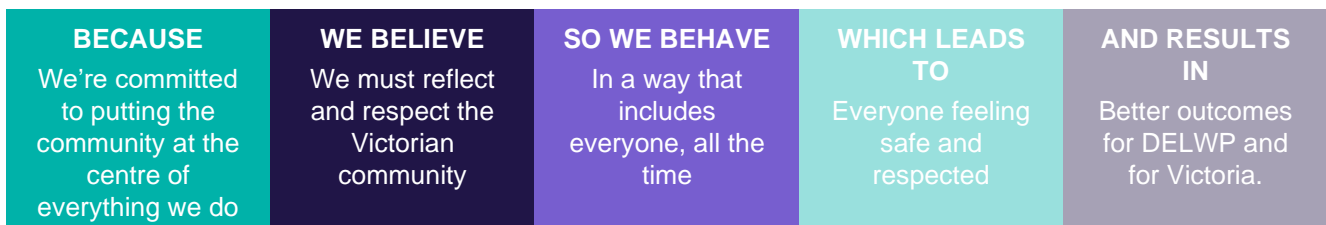
Forest Fire Management Victoria plays a major role in Victoria's emergency response activities on behalf of DELWP, through a major role in Victoria's emergency response activities, through an all-hazards, all-emergencies approach. Staff may be directly employed for these roles or may be called upon to support these activities as required following the appropriate training and "fit for work" assessment.

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).

## Diversity and Inclusion

Diversity and inclusion are intrinsic to a safe workplace and as fundamental to wellbeing as the steps we take to remove hazards or support staff in difficult situations.



### 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

## Other relevant information

### Aboriginal and Torres Strait Islander Applicant Support



# Position Description

The department's Aboriginal Employment and Cultural Strategy (AECS) team manages a range of Aboriginal employment and career programs and provides one-on-one support for Aboriginal and Torres Strait Islander individuals applying for roles across the department.

If you are an Aboriginal or Torres Strait Islander person and need assistance throughout the application process, please contact one of our AECS team members at: [\*\*aboriginal.employment@delwp.vic.gov.au\*\*](mailto:aboriginal.employment@delwp.vic.gov.au)

## **Join a Workplace Based on Fair Employment**

The department offers fair and equitable 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.

## **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 DELWP 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](mailto:self.determination@delwp.vic.gov.au).

## **Equal Opportunity Employer**

The department is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. 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 use the contact listed under 'Position Details'.

If you would like to receive this information/publication in an accessible format (such as large print or audio) please call the Customer Service Centre on: 136 186, TTY: 133 677, or email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au).