# Department of Energy, Environment and Climate Action

Position Description





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## Position details

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| **Position title:** | Forest and Fire Operations Officer - Field Team Leader |
| **Position number:** | 50943379 |
| **Classification:** | Field Staff Band 3 |
| **Salary range:** | $66,265 - $74,200 + superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations / Hume Region / Murrindindi District |
| **Work location:** | Alexandra Workcentre  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Workcentre Operations Coordinator |
| **Direct reports:** | Yes  No If yes, how many? |
| **Further information:** | Bill Twitchett, 0428 317 353 |

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.

FFOO - Field Team Leaders operate within workcentres and implement a wide range of operational tasks and fire prevention activities. The FFOO - Field Team Leader manages work groups, and are involved in planning, directing and coordinating a broad range of activities in order to ensure ongoing effectiveness and output of the workcentre.

Most of the work is based outdoors and also includes road and culvert maintenance, tree felling and clearing, brush cutting, raking, slashing, fuel monitoring and evaluation. Operating equipment required for the construction and maintenance of roads, fire trails and firebreaks such as chainsaws, whipper snippers, pumps etc. is also part of the role. Work is often carried out in remote bush locations.

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.

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*

The 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

These outline the responsibilities and outcomes that may be required of the role depending on the workcentre requirements. The relevant accountabilities will form the basis of an individual’s performance plan.

1. **People/Operations Management**

Actively promote team delivery and assist supervisors in planning and organising, with works scheduling, and decision making, such as:

* Determining materials or supplies requirements for specific project or work program needs, purchase in-line with budget and purchasing policy and procedures.
* Assisting the Workcentre Operations Coordinator / Field Operations Supervisor by directing and coordinating workforce allocated to deliver activities and projects. This may include roading, tree felling and clearing, recreation management and fire and emergency management activities (including planned burning).

Complete administrative tasks associated with field operations work, specifically:

* Basic administrative tasks such as onsite contract management, record keeping, report writing, data collection and computer usage.
* Completing field assessments, such as fuel accumulation surveys

Lead and 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
* Providing field supervision to teams of staff in forest environments
* Assisting with the development and assessment of field staff performance plans
* Encouraging other staff to develop positive team focused approach
* Assisting with Workcentre program delivery across a range of functions
* Understanding and applying procedures for effectively dealing with people exhibiting challenging behaviours
* Leading supervision of plant and equipment operation, including contract plant operators
* Monitoring, arranging and, where appropriate, delivering competency-based training of FFOOs, PFFs and other staff where relevant
* Supporting assessment and accreditation of employees
* Providing training, mentoring and feedback to other employees to develop technical skills
* Supporting and assisting community engagement activities
* Responsible for adherence to and promotion of safe work practices within team
* Engaging with forest users and other community members
* Responsible for safe work practices within team

1. **Fire and Emergency Management**

FFOO - Field Team Leaders are actively involved in activities associated with fire suppression and other emergency response and/or recovery operations. This may include participation in and/or supervision of:

* Emergency response - bushfire suppression and response to other types of emergency
* Planned burning and fuel management activities using specialised skills
* Responding to other emergencies including storm or flood response
* Maintaining fire and emergency management role based on accreditation and fitness level
* Map reading, navigation and orientation skills
* General firefighting including remote area activities
* Crew leader or Operations Officer

1. **Land and Forest Management Activities**

FFOO Team Leaders are actively involved in activities associated with a range of outdoor land and forest management activities which include the following:

* Recreation management
* Pest plant and animal eradication
* Construction and maintenance activities including fencing, track maintenance and vegetation clearing
* Roading – installing and maintaining culverts, assist with road and bridge inspections and general road maintenance
* Engagement around compliance requirements in relation to forest patrols. This includes campfire patrols, general forest patrols and patrols on Total Fire Bans

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

* Fleet, plant equipment and machinery maintenance
* Supervision of staff undertaking plant or equipment operations
* Regularly operate vehicles, plant and equipment requiring an advanced level of operational skill
* Undertake inspection and reporting on equipment, plant, and vehicle serviceability

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

Follow, comply, and lead others in compliance with all DEECA policies including:

* Occupational Health & Safety standards and participate in workplace OH&S processes
* Standard operating procedures (DEECA and other agencies)
* Reporting on safety issues
* Compliance with departmental documentation requirements
* Oversee Occupational Health and Safety Compliance
* 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**

* Demonstrated experience and understanding in leading field work delivery teams is desirable.
* Demonstrated experience and understanding in natural resource management, preferably with good knowledge of forest management/forest operations.
* Ability to achieve accreditation and maintain competencies in Crew Leader/Operations Officer Level 1.

**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
* Build a supportive and cooperative team environment
* Engages other teams to share information in order to understand or respond to issues
* Support others in challenging situations

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
* Works with sense of purpose within the team and enables others to understand the strategic direction of the branch and organisation
* Creates a sense of purpose within the team by establishing links between work and impact to the community

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

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| --- | --- |
| Financial Delegation Value | $0. A declaration of Private Interests will be required for positions with financial delegations of >$20,000 |
| The occupational health and safety requirements of this position may 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, 4WD’s, 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 application. Checks will include but are not limited to: | A Declaration and Consent form consenting to DEECA contacting current and previous employer(s) to substantiate employment history, past conduct and performance is required.  A satisfactory National Police Check will be required (for all non-DEECA employees).  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. |
| Mandatory Requirements | Hold 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 meeting the DEECA firefighter medical assessment requirements 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. This requirement also includes notification of any changes in your medical condition prior or after your medical assessment.  Biannual medical and annual task-based assessments are an ongoing requirement of the role.  Ability to achieve competent result in the DEECA General Firefighter accreditation. |
| Workcentre requirements (achieve accreditations and maintain competencies) | Training for the below will be provided during employment depending on workcentre requirements.   * 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 Analysis (JSAs)/Risk Assessments/Site Safety Surveys. * High level of understanding in Department policies and procedures. * Safe and effective driving of manual 4WD vehicles. * Crew Leader/Operations Officer Level 1 * Chainsaw Operation – Faller Intermediate or Advanced * Plant Operation * Planned Burn Operations Officer * Level 2 First Aid |
| Employment terms and conditions | Conditions of employment will be governed by the *Field Staff and Wild Dog Controllers Agreement 2021* and the *Public Administration Act 2004*.  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. |

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](https://careers.vic.gov.au/victorian-public-sector/public-sector-values-integrity) – 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 departmentplays 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@deeca.vic.gov.au](mailto:self.determination@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)