# Department of Energy, Environment and Climate Action

Position Description





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## Position details

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| **Position title:** | Field Operations Supervisor |
| **Position number:** | 50819348 |
| **Classification:** | Field Staff Band 4 |
| **Salary range:** | $75,361 - $82,298 plus superannuation |
| **Employment type:** | Ongoing |
| **Group:** | Bushfire and Forest Services |
| **Division & Branch:** | Forest and Fire Operations / Grampians Region / Wimmera District |
| **Work location:** | Horsham Workcentre  Hybrid work arrangement available: Yes  No |
| **Reports to:** | Workcentre Operations Coordinator |
| **Direct reports:** | Yes  No Up to 8 reports. |
| **Further information:** | Stuart Wood, 0498 234 866 |

Position purpose

The Field Operations Supervisor is responsible for assisting with the management of staff involved in the implementation of a range of plans and programs to deliver specific Forest and Fire Operations activities including bushfire response. The position has a role in the leadership of staff and the management of the Wimmera District firestore operations. Key resposibilities will involve but not be limited to, firestore and fire equipment inventory management, ordering, dispatching, stock take and emergency readiness.

This position is required to lead workcentre staff that are responsible for implementing a range of operational tasks and fire prevention activities. Workcentre activities are focused on forested area operations and require knowledge of road and infrastructure maintenance, forest operations and emergency response. This position also involves working with DEECA personnel, contractors and seasonal firefighters to deliver programs and projects on public land and forest areas.

The Forest, Fire and Regions Group plays a critical role in the delivery of integrated, accessible and high-quality land and natural resource management for Victorians and protection against and management of fires and emergencies. As a large diverse Group, it provides opportunities to make a positive impact on Victoria’s natural environment and communities while offering its employees variety of work and challenges.

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*

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

* Assist with the supervision of workcentre operations staff to ensure all work is carried out effectively within current OH&S processes, equal opportunity legislation and to departmental values.
* Management for the Wimmera District fire store, inventory management, stock taking, ordering, receivals and dispatching. This position will assist in preparedness for seasonal firefighting staff fit out and equipment management.
* Assist in the training, development and capability planning for workcentre staff and actively contribute to performance and development planning with all workcentre staff.
* Manage the implementation of a range of plans and programs to deliver specific Forest and Fire Operations activities within agreed timeframes and allocated budget.
* Oversee reporting and inspection of departmental vehicles, plant, equipment, personnel and resources to ensure they are available for emergency response and other activities in line with departmental standards.
* Assist with the implementation of project management, forward planning, scheduling, delivery and reporting of the workcentre programs.
* Represent DEECA within the community and across agencies as required, including (but not limited to) attendance at events, engagement with forest neighbours and provision of information to other agency personnel and community members as required.
* 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

**Specialist/Technical Expertise/Qualifications**

* Experience in managing works programs in one or more of the following: - planned burning, unsealed road management or other operational forest management activities including experience in management of staff.
* Experience and understanding of forest firefighting techniques, the Australian Interagency Incident Management System and other emergency response activities.

**Capabilities**

Managing People:

* Understands own performance goals and how they are linked to broader operational needs
* Supports others to achieve goals
* Demonstrates empathy and contributes to the wellbeing and motivation of team
* Understands and acts in accordance with public sector values, ethics, and codes of conduct
* Models behaviour expected of others

Critical Thinking and Problem Solving:

* 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

Innovation and Continuous Improvement:

* Contributes ideas toward improving the effectiveness of own work area
* Understands and delivers against standards of quality and effectiveness applicable to own area of work
* Maintains quality in the face of time pressure

Resource mobilisation:

* Understands resources required to deliver work required
* Monitors against availability of resources and takes actions to optimise resources available

Position specific requirements

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| Financial Delegation Value | $10,000. 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, 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 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) | * 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. * Level 2 First Aid   Training for the below will be provided during employment depending on workcentre requirements.   * Crew Leader/Operations Officer Level 1 * Chainsaw Operation – Faller Intermediate or Advanced * Plant Operation * Prescribed Burn Operations Officer |
| 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)