

# Department of Environment, Land, Water, and Planning

## Forest and Fire Operations Officer Candidate Guide

### Overview

The Department of Environment, Land, Water and Planning (DELWP) are hiring Forest and Fire Operations Officer (FFOO) positions within the Forest Fire and Regions Group.

This guide will provide general information about the available positions and outline the recruitment process and requirements.

For additional information, please see the FFMVic website under Firefighting and Employment: [www.ffm.vic.gov.au/who-we-are/firefighting-and-employment](http://www.ffm.vic.gov.au/who-we-are/firefighting-and-employment).

### Positions available

Band 2 Forest and Fire Operations Officer

Band 2 Forest and Fire Operations Officer Designated Aboriginal Position

Band 3 Forest and Fire Operations Officer Field Team Lead

Band 3 Forest and Fire Operations Officer Plant Operations

Band 4 Field Operations Supervisor

Please note not all positions are available at every workcentre location. The relevant position description lists the workcentre locations and number of positions available.

### How we are recruiting

We are recruiting differently. The key selection criteria will focus on hiring for aptitude and capacity to learn. It will address behavioural capabilities, personal attributes and attitude as training will be provided for specific technical skills and accreditations. There are some mandatory requirements dependent on the level and responsibilities so please check the advertisements and position descriptions carefully.

People with a safety focus and a willingness to learn from a range of backgrounds of all experience and skill levels is what makes our workforce so effective.

### Recruitment process and timelines

The following section outlines each stage of the recruitment process. (Dates may be subject to change).

Week commencing	Recruitment stage
5 July	Applications open 8 July
12 July	
19 July	
26 July	Applications close 28 July
2 August	
9 August	Interviews

16 August	
23 August	<b>Selection</b>
30 August	
6 September	<b>Pre-employment checks</b>
13 September	<b>Offers</b>

## Written application

You must apply for all positions you wish to be considered for. Each advertisement is a different position type and will require separate application forms for each position you are interested in. You will only be considered for the positions you apply for.

**NOTE:** If you also wish to be considered for a Project Firefighter (PFF) position, you will need to submit an application as per the PFF recruitment process. For more information, please see the PFF section on the FFMVic Firefighting and Employment webpage [www.ffm.vic.gov.au/who-we-are/firefighting-and-employment](http://www.ffm.vic.gov.au/who-we-are/firefighting-and-employment).

Only complete applications will be considered so please ensure you have uploaded all required documents.

Candidates that do not meet the mandatory requirements will not be considered.

Only a limited number of candidates can progress through this competitive recruitment process so carefully review your application before you submit and ensure you have attached all required documents.

If you have questions about the positions or process, please contact the relevant person as listed in the table at the end of each of the position descriptions.

**NOTE:** If you are applying for more than one advertised Forest and Fire Operations Officer position, please ensure you submit the required Application Form attached to each advertisement and include location preferences relevant to that position.

To help you respond fully to the questions, we recommend that you use the STAR approach where appropriate:

### STAR Approach

Situation: including what was happening, who was involved, what you were trying to do

Task: what you needed to do and why

Action: what you actually did

Result: what you were able to achieve, how others reacted, etc.

### To be considered for these positions available, you will need to:

#### 1. Application Form

- Download and complete the application form relevant to the position/s you wish to apply for in MS Word demonstrating that you meet the requirements and key selection criteria. The application form will require you to address the questions and the listed capabilities.
- Application forms are different for each position, please check that you have downloaded the correct form for the position you are applying for.
- Drivers licence: please include a photocopy of your driver's licence (front and back) in the application form or attach as a separate document when you submit your form and resume. A

manual drivers licence is a mandatory requirement, applications will not be considered if you do not submit licence details. Conditions A, I or V not acceptable for employment.

## 2. Resume

- Current resume detailing your work history and relevant experience.

## 3. Confirmation of Identity Verification

- The Confirmation of Identity Verification is required for designated aboriginal positions (DAP) only.

## 4. Click apply now

- Click apply now, complete the online application including location preferences and attach your **application form** and your **resume** in the attachments section and submit your application.
- Ensure you select your location preferences (**maximum of 3**) detailed in each of the position descriptions. You will only be considered for positions at the workcentres you have selected as your preferences.

## Interview

Applications will be shortlisted to progress to interview stage. If successful, you will be invited to attend an interview. These will be conducted online using Microsoft Teams.

This is a behavioural based interview which will address the key selection criteria outlined in the position description. This is an opportunity to discuss your relevant skills and experience and to ask any questions.

At this stage, please ensure you have your referee details.

If your application does not progress to next stage, you will be advised.

## Reference checks

If successful after the interview process the chair of the interview panel will contact the referees you have provided to confirm suitability for the role. Referees may be contacted to assist selection on candidates that are similar after the interviews.

Referees should be listed on your resume and confirmed at the interview.

## Pre-Employment Checks

There are some mandatory requirements that need to be assessed and met by candidates prior to gaining the position.

As per the position description, selected candidates will need to:

- Meet the “**Category B – Firefighter Arduous**” medical and fitness requirements prior to employment.
  - Details on the medical and fitness requirements can be found on the FFMVic Firefighting and Employment webpage [www.ffm.vic.gov.au/who-we-are/firefighting-and-employment](http://www.ffm.vic.gov.au/who-we-are/firefighting-and-employment).
  - The firefighter medical assessment must be passed at least every two years and successful completion of the “Pack Hike Test” is required prior to each fire season.
- Obtain a satisfactory National Police Check through the DELWP recruitment process (for all non-DELWP employees).

## How to apply

Head to [www.careers.vic.gov.au](http://www.careers.vic.gov.au) and search for the relevant position title as listed above. You can also find direct links to the individual job ads by going to [www.ffm.vic.gov.au/who-we-are/firefighting-and-employment](http://www.ffm.vic.gov.au/who-we-are/firefighting-and-employment) and clicking on the position title in the list in the FFOO section.



## Contact

Please refer to position descriptions attached to the job advertisements for contact details of relevant location managers.