

CFA LATERAL ENTRY CAREER OPPORTUNITIES

Leading Firefighter and Fire Officer positions



Opportunities now exist for people with relevant career fire service experience

Find all the details here...

The following positions are currently offered for Lateral Entry personnel:

Sorry, no current positions

CFA Lateral Entry Applicant Information

Selection Process and Training

General:

Lateral Entry criteria for operational Fire Station personnel is detailed by Clause 45.11 of the CFA / UFU Operational Staff Enterprise Agreement (2002).

Operational Fire Station employees are usually selected by an internal advertisement and selection process. In the event that *no suitably qualified internal applicant exists after advertising internally on two occasions*, CFA can seek to fill the vacancy through Lateral Entry.

Applicants:

Applications will be sought from applicants who satisfy the following criteria;

- ❑ Must be able to prove and validate they have the requisite skills, competence and experience within their application for the position sought
- ❑ Have the required years of service as a career Firefighter or Fire Officer
- ❑ Satisfy criteria for unbroken service as per Clause 45.11 unless special circumstances exist.
- ❑ Has service with an accepted and recognized career Fire Service

External Applicant Selection Process

The process will conform to CFA Recruitment and Selection Policy.

The selection process for external applicants will include the following;

- ❑ Confirmation of satisfaction of the four (4) application criteria regarding proof of skills, years of service, unbroken service and recognized service.
- ❑ Evaluation of application against the Key Selection Criteria (KSC) of the position sought.
- ❑ Successful completion of selection testing of applicants.
 - i. Psychological Testing
 - ii. Medical Assessment by CFA doctor
 - iii. Physical Assessment
 - iv. Physical Assessment by Victoria University
- ❑ An Interview
- ❑ Referee checking
- ❑ Criminal Record Checking

Lateral Entry Appointee Training Process

The training process will include the following areas of training;

- CFA induction / transition program including assessment
- Leading Firefighter (LFF) or Fire Officer (FO) assessment as the case may be.

Successful completion of all aspects of this training will be required prior to appointment.

This training will be conducted at the CFA Training College at Fiskville via Ballan and will require appointees to live in at this location for the weekdays of training.

Appointment at Station

On station training will include a station induction program plus any further or ongoing training identified in the training process.

Probation

Appointees continued employment is subject to satisfactory completion of a six (6) month probation period (from date of initial appointment to CFA).

Drivers Licence

The operational requirements of positions require appointees to hold as a minimum a medium rigid endorsed Driver's Licence.

Physical fitness

Personnel are required to maintain an appropriate level of physical fitness to meet the requirements of their position.

Work Location

Personnel may be required to work at any CFA career fire station across the State of Victoria in accordance with the Order of Transfer Policy. If designated as a Reliever, incumbents may be notified verbally and in writing that they are required to relieve and fill vacancies at any integrated fire station in the State of Victoria.

Volunteer Membership

CFA allows permanent members to commence or continue service as volunteer firefighters. To do this, the following conditions apply:

- A permanent operational firefighter may be a registered volunteer member of a brigade other than at his / her substantive work location.
- Personnel are not permitted to hold senior volunteer positions in either:
 - a fully volunteer brigade, those being Brigade Captain and First Lieutenant, or
 - an A or A1 station, that being First Lieutenant.
- For competition purposes, firefighters should compete with the brigade with whom they are registered. If not a registered volunteer member, they should compete with the brigade to which they are appointed.

Smoke Free Workplace

CFA is a smoke free environment and smoking is prohibited within CFA buildings and motor vehicles.

Security Clearance

Employment is conditional upon a police criminal record check clearance which is satisfactory to CFA.

Termination Of Employment

Either CFA or yourself may terminate your employment by giving notice in accordance with the Award and/or Operational Staff Agreement.

Conditions Of Employment

Award / Certified Agreement

The Victoria Firefighting Industry Employees Interim Award 2000 and the CFA/UFU Operational Staff Certified Agreement 2002 cover appointee's terms and conditions of employment generally.

Remuneration

Current wage rates (as at March 2003) inclusive of shift and overtime penalties are as follows;

Leading Firefighter	\$ 52,387.84 pa
Fire Officer 1	\$ 56,806.32 pa
Fire Officer 2	\$ 61,225.85 pa

Hours Of Work

When on Station, your normal working hours are forty-two (42) hours per week over a shift roster cycle of eight (8) weeks.

Superannuation

You will be required to become a member of the Emergency Services Superannuation Scheme. (ESSS) This is a defined benefit superannuation fund to which you contribute according to the rate you nominate on your superannuation form. CFA also makes contributions to the fund at a level determined by your personal contribution rate and by the fund actuary.

You may also voluntarily make contributions to the ESSPlan Scheme. These contributions are kept in a separate account, where they accrue interest at a rate declared annually by the fund.

Annual Leave

Sixty-five and 6/100 (65.06) calendar days entitlement per annum, inclusive of public holidays, to be taken as rostered.

Sick Leave

Thirty (30) shifts on full pay on joining. After two (2) years service, sick leave shall accrue at the rate of fifteen (15) shifts on full pay.

Long Service Leave

Three (3) months after ten (10) years of service, plus 1.5 months for each completed five (5) years of service thereafter.

CFA / UFU Operational Staff Agreement 2002

Clause 45.11

Lateral Entry

Where it can be demonstrated that no suitably qualified internal applicant exists and after advertising internally on two occasions, CFA will seek to fill the vacant position through the lateral entry of a currently paid firefighter or fire officer from another Recognised and Professional Career Fire Service. Prior to seeking external advertisement, CFA will consult with the UFU who will be provided with seven working days to offer suggested alternatives for consideration by CFA.

Lateral entry will not be sought for positions below the rank of Qualified Firefighter with Leading Firefighter qualifications.

Applicants through external advertisements must be able to demonstrate that they have the requisite skills, competence and experience to perform the tasks required of the position being advertised consistent with the key selection criteria of the position description.

Such applicants will be required to undergo a suitable transitional training program and assessment determined by the parties, to ensure the applicant is competent and proficient to perform the required roles in CFA. A period of induction will be required to be undertaken on Station prior to the successful applicant being part of minimum staffing.

The parties agree that the required transitional training program and induction requirements will be included in the training framework when finalized.

In the case of a Fire Officer 1, the applicant must have a minimum of five years continuous experience as a career firefighter, in addition to the required competencies.

In cases where currently paid firefighters are not available and lateral entry is to be sought by CFA no person shall be accepted for lateral entry if their service as a paid career firefighter or Fire officer has been broken with any period exceeding.

- Leading Firefighter 24 months
- Fire Officer 12 months

Under special circumstances where the above cannot be met then the CFA will consult with the UFU prior to any employment or offer of employment.

In cases where the above results in employment then appropriate training arrangements will be developed on a case-by-case basis.

An acceptable and recognised Fire Service for the purpose of this agreement is a State or Territory Government fire service within Australia or such other fire service as agreed between the parties on a case-by-case basis.

A paid career firefighter or Fire Officer does not include a retained firefighter or Fire Officer.



APPLICATION FOR EMPLOYMENT LATERAL ENTRY

Instructions

In order to process your application efficiently please complete the following form by ensuring that you answer each of the following items. Omissions could result in delaying the processing or rejection of your application.

Applications must include a submission written against the Key Selection Criteria (KSC) for the position sought.

Please also enclose a copy of your most recent resume and forward to:

Lateral Entry Recruitment
HR Services
CFA
PO Box 701
MT WAVERLEY VICTORIA 3149

Fax. (03) 9262 8268

Personal Details

First Name: _____

Surname: _____

Address: _____

Postcode: _____

Telephone Numbers: B/H _____ A/H _____

Mobile: _____

Email Address : _____

Career Fire Service Experience

Career Fire Service experience, past or present, is a mandatory requirement.

Please tick the appropriate box and provide relevant details:

Are you currently a career Firefighter / Officer? Yes No

If yes, complete below

Name of Fire Service _____

Current Rank _____

Highest Rank qualified for _____

Date career service commenced / /

(Please attach evidence of all qualifications and competencies held, and evidence of career fire service)

If no, complete below.

Name of past Fire Service _____

Rank on leaving Fire Service _____

Rank qualified for on leaving Fire service _____

Period of employment with career Fire Service / / to / /

(Please attach evidence of all qualifications and competencies achieved, and evidence of career fire service)

Other information

Please tick the appropriate box and provide relevant details:

- Australian citizen by birth
(Please attach a copy of your birth certificate)
- Australian citizen not by birth
(Please attach a copy of citizenship evidence)
- Australian permanent resident
(Please attach a copy of residency documentation)
- Minimum of a Full Manual Medium Rigid Drivers Licence
(please attach a copy of the licence)

INFORMATION & PRIVACY DECLARATION

I understand the following:

- The information supplied on this application form is confidential and will not be released to any other party other than those CFA staff involved in lateral recruitment administration or assessment;
- Appointments will be made on the merit of each application in competition with all others;
- Providing false or misleading statements at any stage of the selection process will be considered sufficient cause for disqualification;
- In the event that I am successfully appointed as a lateral appointee, I must be prepared to authorise a Criminal Record Check at the time of conditional appointment.
- It is entirely my responsibility to familiarise myself with the conditions of employment for the position.

Signature of Applicant: _____ Date: _____

Checklist

In addition to this application form (that has been signed), have you included?

- Application - Key Selection Criteria Submission
- Resume
- Evidence of all qualifications and competencies held
- Evidence of career fire service
- Citizenship or residency evidence
- Copy of your drivers licence

Address for submission of Applications

Lateral Entry Recruitment
HR Services
CFA
PO Box 701
MT WAVERLEY VICTORIA 3149

FAX. (03) 9262 8268



**EXPRESSION OF INTEREST
LATERAL ENTRY**

Instructions

Please note that this document is solely for the purpose of interested individuals indicating interest in future operational lateral entry positions with CFA

Please also enclose a copy of your most recent resume and forward to:

Lateral Entry – Expression Of Interest
HR Services
CFA
PO Box 701
MT WAVERLEY VICTORIA 3149

FAX (03) 9262 8268

Personal Details

First Name: _____

Surname: _____

Address: _____

Postcode: _____

Telephone Numbers: B/H _____ A/H _____

Mobile: _____

Email Address : _____

Positions / Ranks and Locations that I am interested in

	Position / Rank	Location
1.		
2.		
3.		

Examples:

1	Leading Firefighter	Wodonga
2	Fire Officer 1 or 2	Gippsland
3	Fire Officer	Statewide

Career Fire Service Experience

Career Fire Service experience, past or present, is a mandatory requirement

Please tick the appropriate box and complete the relevant details:

Are you currently serving as a career Firefighter? Yes No

If yes, complete below.

Name of Fire Service _____
Current Rank _____
Highest Rank qualified for _____
Date career service commenced / /

If no, complete below.

Name of past Fire Service _____
Rank on leaving Fire Service _____
Rank qualified for on leaving Fire service _____
Period of employment with career Fire Service / / to / /

Other information

Please tick the appropriate box and provide relevant details:

Are you an Australian citizen or permanent resident? Yes No

Do you have a full manual medium rigid driver's licence? Yes No

INFORMATION & PRIVACY DECLARATION

I understand the following:

- The information supplied on this application form is confidential and will not be released to any other party other than those CFA staff involved in lateral recruitment administration;
- That the lodgement of this expression of interest is not a formal application and that I will be required to lodge a formal application for a vacant position if I desire to be considered in the future

Signature of Applicant: _____ Date: _____

Checklist

In addition to this signed Expression Of Interest, have you included your;

- Resume

Address for submission of applications

Lateral Entry – Expression Of Interest
HR Services
CFA
PO Box 701
MT WAVERLEY VICTORIA 3149

FAX (03) 9262 8268

**COUNTRY FIRE AUTHORITY
POSITION DESCRIPTION**

Position Title: Fire Officer 1	Incumbent:
Department:	Location:
Reports To: ! ! Operations Officer ! Operations Manager ! Brigade ! Management ! Team	Position Reporting to this Position: Fire Fighter Leading Fire Fighter
<p>Primary Purpose of the Position: Provide leadership and professional management of integrated career/volunteer fire brigades, accountable for ensuring Brigade operational readiness and for the provision of efficient and effective service delivery of CFA services.</p>	
<p>Key Result Areas:</p> <ul style="list-style-type: none"> ! Provide effective leadership and management within an integrated Brigade. ! Provide support to and establish and maintain an effective working relationship with volunteer personnel. ! Ensure efficient and effective incident management. ! Accountable for operational performance of the brigade and for rectifying deficiencies. ! Carry out administration duties. ! Liaise with and support functional Managers in their area of responsibility. ! Support Brigade management within their competence in the establishment and delivery of effective risk management within the brigade area. ! Accountable to Brigade management and Operations Manager for brigade preparedness and key service delivery outcomes. ! Contribute to the development and implementation of the Brigade business plan and budget. ! Develop effective working relationships and co operation with other Emergency Services Organisations, Government agencies, Industry and other community based organisations. ! Develop and promote the CFA as a professional community service organisation. ! Establish and maintain a level of competence appropriate to the position. ! Contribute to the development and maintenance of brigade Standard Operating Procedures and operational policy. 	
<p>Key Selection Criteria:</p> <ul style="list-style-type: none"> ! Have successfully completed a Fire Officer assessment, or possess equivalent competencies. ! Have demonstrated the requisite skills, behavior and competencies, including Australian Fire Competencies, to meet the requirements of the position. ! Demonstrate good communication, leadership , supervisory and interaction skills. ! Excellent performance record in operational command and Brigade management areas. ! Experience of working within or with volunteer organisations and an appreciation of an integrated career/volunteer organisation culture. ! Appointees will require five years recognised and accepted service in a professional/career fire service. 	

Other Relevant Information:

- ! **Position could involve shift work, may require working in hostile environments and may be physically, mentally and emotionally demanding.**
- ! **Incumbent may be required to perform duties outside normal hours.**
- ! **All employees are responsible for both their own and co-workers health and safety in accordance with the Occupational Health and Safety Act 1985.**
- ! **On a voluntary basis, maintain a level of physical fitness commensurate with the position.**

**COUNTRY FIRE AUTHORITY
POSITION DESCRIPTION**

Position Title: Fire Officer 2	Incumbent:
Department:	Location:
Reports To: ! ! Operations Officer ! Operations Manager ! Brigade Management Team	Position Reporting to this Position: Fire Fighter Leading Fire Fighter
<p>Primary Purpose of the Position:</p> <p>Provide leadership and professional management of integrated career/volunteer fire brigades, accountable for ensuring Brigade operational readiness and for the provision of efficient and effective service delivery of CFA services.</p>	
<p>Key Result Areas:</p> <ul style="list-style-type: none"> ! Provide effective leadership and management within an integrated Brigade. ! Provide support to and establish and maintain an effective working relationship with volunteer personnel. ! Ensure efficient and effective incident management. ! Accountable for operational performance of the brigade and for rectifying deficiencies. ! Accountable to Operations Officer and Operations Manager for brigade preparedness and key service delivery outcomes. ! Respond to the direction of and support the brigade management team. ! Carry out administration duties. ! Contribute to the development and implementation of personnel development and training programs. ! Liaise with and support functional managers in their area of responsibility. ! Support Brigade management within their competence in the establishment and delivery of effective risk management within the brigade area. ! Accountable for the performance and effective human resource management of personnel within the brigade. ! Contribute to the development and implementation of the Brigade business plan and budget. ! Establish and maintain a level of competence appropriate to the position. ! Develop effective working relationships and co operation with other Emergency Services Organisations, Government agencies, Industry and other community based organisations. ! Develop and promote the CFA as a professional community service organisation. ! Contribute to the development and maintenance of brigade Standard Operating Procedures and operational policy. 	
<p>Key Selection Criteria:</p> <ul style="list-style-type: none"> ! Have successfully completed a Fire Officer assessment, or possess equivalent competencies. 	

- ! **Have demonstrated the requisite skills, behaviour and competencies, including Australian Fire Competencies, to meet the requirements of the position.**
- ! **Demonstrate good communication, leadership, supervisory and interaction skills.**
- ! **Proven ability to manage complex and diverse situations.**
- ! **Excellent performance record in operational command and Brigade management areas.**
- ! **Experience of working within or with volunteer organisations and an appreciation of an integrated career/volunteer organisation culture.**
- ! **Appointees will require five years recognised and accepted service in a professional/career fire service.**

Other Relevant Information:

- ! **Position could involve shift work, may require working in hostile environments and may be physically, mentally and emotionally demanding.**
- ! **Incumbent may be required to perform duties outside normal hours.**
- ! **All employees are responsible for both their own and co-workers health and safety in accordance with the Occupational Health and Safety Act 1985.**
- ! **On a voluntary basis, maintain a level of physical fitness commensurate with the position.**

**COUNTRY FIRE AUTHORITY
POSITION DESCRIPTION**

Position Title:	Leading Firefighter	Incumbent:	N/A
Department:		Location:	
Reports To:	! Fire Officer ! Operations Officer	Position Reporting to this Position:	Fire Fighter
Primary Purpose of the Position:			
<p>Supervise and co-ordinate personnel to provide a high standard of emergency response within a professional integrated career/volunteer emergency service. This includes training and education sessions for volunteers, career personnel and the community, including a proactive approach to risk management.</p>			
Key Result Areas:			
<p>! Provide competent response capability and supervision of emergency situations in line with the Chief Officer's Standing Orders.</p> <p>! Supervise, co ordinate and conduct training and education sessions for volunteers, career personnel and the community commensurate with their skills and competencies.</p> <p>! Perform minor maintenance on operational equipment and in other areas as agreed between the parties.</p> <p>! Undertake risk management duties within their competence as reasonably required.</p> <p>! In the brigade's area, provide leadership to the brigade.</p> <p>! Establish effective customer service relationship with community and industry.</p> <p>! Assist in day to day management of the Brigade consistent with the Chief Officer's Standing Orders.</p> <p>! Provide support to and establish and maintain an effective working relationship with volunteer personnel.</p> <p>! Advise and report to Brigade management on key issues.</p> <p>! Assist the Brigade in all aspects of Brigade management.</p> <p>! Carry out administration duties.</p> <p>! Establish and maintain a level of competence appropriate to the position.</p> <p>! Assist with the development and implementation of brigade Business Plan and Budget.</p>			
Key Selection Criteria:			
<p>! Have successfully completed a Leading Firefighter assessment or possess equivalent competencies.</p> <p>! Have demonstrated the requisite skills, behaviour and competencies, including the Australian Fire Competencies, to meet the requirements of the position.</p> <p>! Demonstrate good communication, supervisory and interaction skills.</p> <p>! Ability to work under adverse circumstances e.g. heights, confined spaces, heat and poor visibility.</p> <p>! Have demonstrated good leadership and management skills.</p>			
Other Relevant Information:			
<p>! Position could involve shift work, may require working in hostile environments and may be physically, mentally and emotionally demanding.</p>			

- ! Incumbent may be required to perform duties outside normal hours.**
- ! All employees are responsible for both their own and co-workers health and safety in accordance with the Occupational Health and Safety Act 1985.**
- ! On a voluntary basis, maintain a level of physical fitness commensurate with the position.**