



RFS



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OPERATIONAL OFFICER RECRUITMENT Candidate Information Guide

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WHAT WE DO

The Rural Fire Service (RFS) is the lead combat agency for bush fires in NSW. The RFS is located in various locations right across NSW. The RFS comprises of almost 2,000 Rural Fire Brigades with a total volunteer membership of more than 72,000. In addition, over 1100 staff members are employed across the state. Our agency aims to reduce the likelihood and consequence of fires occurring. This involves comprehensive risk management programs to reduce bush fire hazards, reduce fire ignitions and the development of regulations for bush fire prone areas.

RFS VALUES

The community of NSW expects the RFS to conduct its business with professionalism, accountability, integrity and respect.

The actions, decisions and interactions of RFS members must:

- be consistent with relevant legislation and policy;
- provide transparency to enable public scrutiny; and
- be soundly based on the RFS values and the principles that guide their implementation.

There is no hierarchy among our core values, and each is of equal importance.



Mutual Respect



Adaptability and Resourcefulness



Integrity and Trust



One Team, Many Players, One Purpose



Knowledge and Learning



Support, Friendship and Camaraderie



Community and Our Environment

OPERATIONAL OFFICER PROGRAM

The Operational Officer (OpO) program is a unique opportunity for the right candidate to gain experience in a wide range of activities across our state-wide Districts, Area Commands as well as other specialised sections across the organisation including Head Office. The OpO program provides enhanced training and development opportunities to build skills, knowledge and experience and at the same time create a skilled and mobile workforce that enhances organisational capacity across NSW.

The program currently operates across three levels:

- Operational Officer Level 1 (OpO 1) – RFS Level 4/5
- Operational Officer Level 2 (OpO 2) – RFS Level 6/7
- Operational Officer Level 3 (OpO 3) – RFS Level 8/9



TYPES OF ROLES

Whilst most OpO roles work across the broad range of services we deliver to communities and members; some do specialise in areas such as:

- Capability
- Mitigation
- Fire Trails
- Fire Investigation

The role descriptions for each role level outlines key information about the roles, including accountabilities and essential requirements, which differs for each role level. Understanding the role, what is required and whether you have the right skills and experience are important when preparing your application.

OpO employees may voluntarily elect to rotate through identified category areas for no less than two years in each, and through a wide range of activities within their assigned roles. An OpO employee is initially placed in a designated OpO Category Area in a specific OpO role and Level. Once placed into an OpO Category Area, an OpO employee will have the choice to remain in that area until they choose to either apply for a promotion or move to different OpO Category Area through subsequent assignment.

OpO placements are managed by the OpO Program team. OpO employees who are near completion of their assignment tenure may be offered assignment in an OpO Category Area that they have not yet been placed in, as part of available rotations across all areas. As an OpO employee successfully completes their placement in one or more of the OpO Category Areas, they will increase their suitability and prospects for promotion to the next level of the OpO Program (e.g. from OpO Level 1 to OpO Level 2).

Please refer to [Policy 3.2.9 NSW RFS Operational Officer \(OpO\) Program](#) for more information regarding the how the OpO Program works.

WHAT EXPERIENCE ARE WE LOOKING FOR?

A role in our Operational Program presents a great opportunity to progress through a structured career path in the NSW RFS. You will be supported to learn new skills and obtain qualifications to kick start and enhance your career in the NSW RFS. We are looking for motivated and community minded individuals who have a passion for Emergency Services and want to make a difference.



Professionalism & ethics



Strong initiative and problem solving



Desire to learn new skills



Support operational activity



Calm and composed



Build capability of small teams



Contributor to sustainability



Personable and approachable



Excellent customer service

ESSENTIAL REQUIREMENTS

To join our Operational Officer Program, all candidates must meet the following essential requirements:



The right to work in Australia
i.e. Birth Certificate or Passport



Current Driver Licence
And willingness to travel



General health & fitness
To be verified through an Operational Officer Medical Assessment



Willing to support operational activities



Willing to participate on an after-hours and on call roster



All successful candidates will be required to return a satisfactory Nationally Coordinated Criminal History Check upon commencement in the role.

In addition, the following qualifications are specific to the role level applied for:

LEVEL 1

- RFS Advanced Firefighter Qualification
- Certificate III in a relevant discipline

LEVEL 2

- RFS Crew Leader Supervision Qualification
- Certificate IV in a relevant discipline
- Level 2 Principal or Assistant IMT Qualification

LEVEL 3

- RFS Group Leader Qualification
- Diploma in a relevant discipline
- Level 2 Principal IMT Qualification

QUALIFICATION EQUIVALENCY

There are some qualifications within the role descriptions that are internal to the RFS, however, have been assessed as equivalent to certain National Units of Competency (UoC). If you are unsure if you hold an equivalent qualification, please email the Recruitment Programs team at RecruitmentPrograms@rfs.nsw.gov.au.

To check which National Units of Competency were assessed in a particular course you may have undertaken, please click [here](#).



BENEFITS & CONDITIONS

RATES OF PAY

Role Title	Classification	Annual salary (plus an additional 11.5% superannuation)
Operational Officer Level 1	RFS Level 4/5	\$80,101 - \$87,705
Operational Officer Level 2	RFS Level 6/7	\$94,552 - \$104,329
Operational Officer Level 3	RFS Level 8/9	\$107,458 – \$118,942

LEAVE ENTITLEMENTS

You may be entitled to leave from time to time in accordance with the applicable Instruments and subject to any prescribed notice, evidence, accrual or other requirements. The RFS offers leave entitlements such as:



In addition, RFS Staff Members will be entitled to one day off per calendar month each financial year in recognition of the hours worked and professional commitment to the organisation.

RFS Staff working in a Western Zone are entitled to an additional 5 days per year of Recreation Leave. Depending on the location that you are offered, you may be eligible for a Remote Area Allowance.

ONGOING LEARNING & DEVELOPMENT

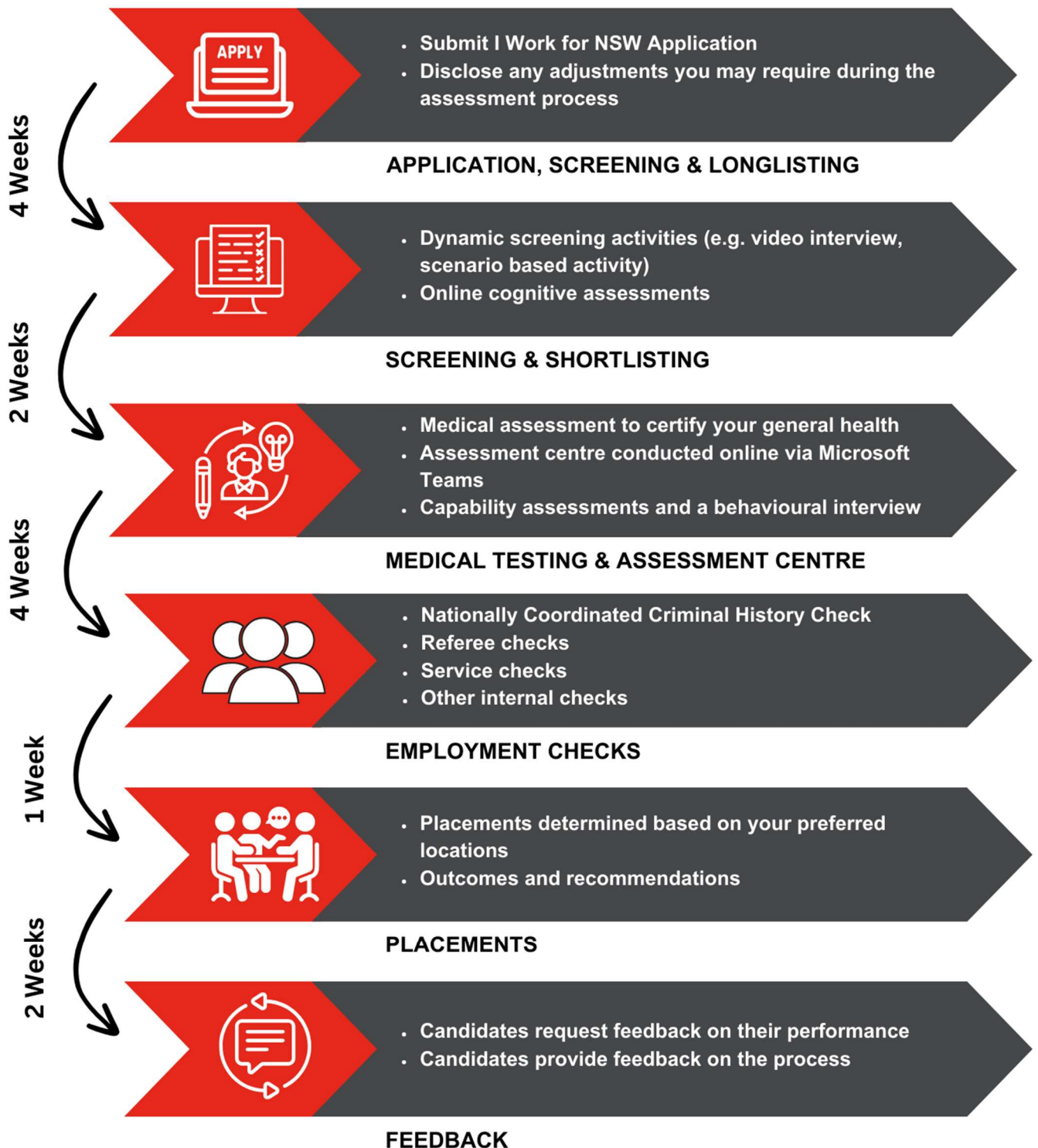
The RFS is committed to developing the capability of members to ensure that you can respond effectively and safely in times of emergency. RFS offers a wide variety of training programs to cater to the different operational and non-operational needs of the Service.

The RFS is a Registered Training Organisation (RTO #6970). Many of our courses are aligned to national units of competency and qualifications and may be recognised outside the Service.



OVERVIEW OF THE RECRUITMENT PROCESS

All applications for Operational Officer roles must be submitted via [I Work for NSW](#).



FREQUENTLY ASKED QUESTIONS

What are the key recruitment dates?

Please refer to the [OpO webpage](#) for the latest information on upcoming Recruitment dates.

What roles are available?

There are a number of Operational Officer opportunities available, check [I Work for NSW](#) to review available locations.

Where can I access the role descriptions and essential requirements for OpO roles?

Role descriptions are available below:

- > [Operational Officer Level 1](#)
- > [Operational Officer Level 2](#)
- > [Operational Officer Level 3](#)

All essential requirements for these roles are listed within the role descriptions.

What is involved in the induction program?

The program is facilitated at the RFS Training Academy and is designed to equip staff with the skillset required to perform the tasks required of the role. Induction timeframes are listed below:

- > OpO 1 Induction: The induction program occurs over a 13 week period.
- > OpO 2 Induction: The induction program occurs over a 7 week period
- > OpO 3 Induction: The induction program occurs over a 5 week period

I am a current Operational Officer, and I want to be considered for a different Operational Officer level. Am I required to apply?

Yes, you will be required to apply to be considered for the opportunities. Each role has a specific set of focus capabilities which must be assessed.

If I have applied previously, do I have to apply again?

Yes. An application is required for each recruitment campaign.

What happens if I am on an existing Recruitment Pool?

If you are currently on an OpO recruitment pool for the role level advertised, you do not need to re-apply. Recruitment pools have an expiry of 18 months. Candidates are required to re-apply once their tenure expires. If you are unsure whether you are on an existing recruitment pool, or wish to update your location preferences, please email OpOProgram@rfs.nsw.gov.au.

What happens if I am on the Assignment to Role (ATR) register?

If you are a current RFS Staff Member and have a current application on the ATR register for the advertised role, with a preference for locations that are advertised, you do not need to re-apply. Your ATR will be assessed and considered as part of the appointment process. If you wish to progress to a higher level, you will need to apply through I Work for NSW and demonstrate the essential requirements of the role.

Can I apply if I have a Criminal Record?

As part of the Nationally Coordinated Criminal History Check (NCCHC) process, all applications are considered on a case-by-case basis. However, some serious offences may mean applications are not progressed. Each application is reviewed in accordance with NSW RFS procedures.

Do I have to pay for my medical assessment?

The RFS will be covering the cost of medical assessments through InjuryNet, they will contact you directly to book your assessment during the process.

Am I required to undertake a medical assessment as part of this recruitment process?

External applicants (i.e. not currently employed with the RFS) are required to undertake a satisfactory medical assessment in order to be considered for OpO roles. The medical assessment process includes: a medical questionnaire, general examination, audiometric assessment and a spirometry assessment.

I have a medical condition. Can I apply?

Candidates must be deemed medically fit to perform the role without restriction by InjuryNet to progress through the recruitment process. Candidates with a pre-existing medical condition will be considered on a case-by-case basis.

Are there physical assessments (e.g. Arduous Pack Test) for OpO roles?

There are no physical assessments required to be undertaken during the recruitment process for OpO roles.



HAVE ADDITIONAL QUESTIONS?

For questions related to the recruitment process, please contact the OpO Recruitment Team via RecruitmentPrograms@rfs.nsw.gov.au.

For questions related to the OpO Program and the roles, please contact the OpO Program Team via OpOProgram@rfs.nsw.gov.au.