

## Salary Packaging

Salary sacrifice/package allows you to 'sacrifice' your salary for certain non-cash benefits before you pay income tax. Staff are able to participate in this scheme for superannuation and vehicles.

## How can I find out about job opportunities in the NSW RFS?

All NSW RFS vacancies are advertised on the NSW Government website [www.iworkfor.nsw.gov.au](http://www.iworkfor.nsw.gov.au). For further information on careers that are available with the NSW RFS and to register your interest in future recruitment programs please refer <https://www.rfs.nsw.gov.au/about-us/employment>.

## How do I apply?

All applications must be submitted online at [www.iworkfor.nsw.gov.au](http://www.iworkfor.nsw.gov.au). A detailed explanation on how to apply for NSW Public Sector jobs can be found at [www.iworkfor.nsw.gov.au/apply-for-a-role](http://www.iworkfor.nsw.gov.au/apply-for-a-role). Firstly, you should review the advertisement and role description to assist you to understand the role and the requirements. If you would like further information on the role, you are encouraged to contact the Hiring Manager.

## When submitting an application you should:

- carefully read and understand the capability framework document and gain an understanding of what level of capabilities you currently possess. For more information on the capability framework refer to [www.psc.nsw.gov.au/workforce-management/capability-framework/about-the-framework](http://www.psc.nsw.gov.au/workforce-management/capability-framework/about-the-framework)
- carefully read and understand the Role Description ensuring your response to the targeted questions demonstrate how you meet the focus capabilities, you may wish to consider using the STAR method when formulating your responses
- respond to any essential requirements
- attach a resume / curriculum vitae
- attach any other required documents in support of your application
- supply the names of at least two referees, one of whom is a current or recent supervisor

## How do I give myself the best opportunity of winning the job?

Before you write your application, ensure you have read the Role Description and capability framework document. It is also useful to do some research on the job and the particular section within the NSW RFS.

If you choose to speak to the Hiring Manager it is a good idea to draft some questions before calling. Asking relevant questions will really help you find out more about the role and decide whether the job would be suitable for you.

When preparing your application, make sure you include all the necessary information and submit it on time. Most importantly, be sure to demonstrate that you address the role requirements by providing examples, this will make your application more competitive. It is also a good idea to ask a friend or relative to give your application a final check before you submit it.

## Checklist

- I have reviewed the role description and advertisement
- I have phoned the Hiring Manager to find out more about the job.
- I have conducted some research on the job and the NSW RFS
- I have included an up-to-date resume and supporting documents
- I have provided the names and contact details of at least two referees
- I have responded to the targeted questions and essential requirements, demonstrating how I have met the role requirements
- I have submitted my application on time.

## What happens next?

After submitting an application you will be sent an acknowledgement email confirming your application has been received by the NSW RFS.

When the advertisement closes an assessment panel (usually comprising of two people) will review all applications and decide who will be called for interview. If you are successful in gaining an interview you will be contacted at this time.

If you are called for an interview you should familiarise yourself again with the role description, focus capabilities and your own application. You may also consider some questions to ask the panel.

The assessment process will include a behavioural based interview and a minimum of two capability-based assessments. You are encouraged to use the STAR method when answering your interview questions and it is important that you research the role and prepare appropriate responses.

## What if I am successful?

Generally the Hiring Manager or someone on their behalf will contact you, usually by phone, to offer you the role and arrange for you to receive a formal letter of offer.

## What if I am unsuccessful?

All candidates will receive written notification in relation to the outcome of their application. On receiving this formal notification there is an opportunity for you to contact the Hiring Manager to ask for feedback. Feedback gives you information about your interview and can be a positive tool for future personal development.

## Feedback may include:

- assessment against the capabilities
- strengths and areas for improvement
- capability-based assessment outcomes
- quality of the application submitted and/or interview style.

## Timeframe

Ideally the NSW RFS likes to have interviews conducted within two to three weeks of the closing date and outcomes known by all candidates within one month of the closing date, however delays can occur in unexpected circumstances related to our core duty.



**WORKING FOR THE  
NSW RURAL  
FIRE SERVICE**

**WHAT POTENTIAL EMPLOYEES  
SHOULD KNOW**

## ABOUT THE RURAL FIRE SERVICE (NSW RFS)

The NSW Rural Fire Service (NSW RFS) is the lead combat agency for bush fires in NSW. Working closely with other agencies we respond to a range of emergencies including structure fires, motor vehicle accidents and storms that occur within rural fire districts.

Our vision and mission is to provide a world standard of excellence in the provision of a community-based fire and emergency service. To protect the community and our environment we will minimise the impact of fire and other emergencies by providing the highest standards of training, community education, prevention and operational capability.

The NSW RFS comprises over 2,000 rural fire brigades with a total volunteer membership of just over 70,000. In addition, over 900 staff members are employed to manage the day to day operations of the Service at District Fire Control Centres, Regional Offices, Customer Service Centres, Operational and Mitigation Support Service bases and Headquarters at Sydney Olympic Park.

Although fighting fires and protecting the community from emergencies is the most visible aspect of the NSW RFS, the Service has many responsibilities as the leading agency for bushfire management and mitigation in NSW.

The administration of the NSW RFS is part of a larger NSW Public Sector. Our Chief Executive Officer (CEO) is the Commissioner.

Employment of staff members is governed by the Government Sector Employment Act 2013 (GSE Act) the Crown Employees (Rural Fire Service 2009) Award (the Award) and the Crown Employees (Public Service Conditions of Employment) Award 2009.

### What type of work is available in the NSW RFS?

The NSW RFS employs a range of people with a variety of skills and varying backgrounds. Essentially, the work carried out at Regional and District levels includes Membership (Brigade management, Learning and Development, staffing etc), Operations (response, hazard management, mitigation planning, community engagement etc), Infrastructure (brigade stations, fleet, communications, IT etc) and Management. Our corporate areas include roles in the areas of environmental planning and assessment, development control, corporate planning, research, finance, information technology, volunteer support, human resources, engineering and executive services, just to name a few.

### How do I find out more about the NSW RFS?

For more information about all aspects of the NSW RFS please refer to our website at [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au). Here you can find links to the organisational structure, our history, current operations, projects, initiatives and publications such as our Annual Report.

### What if I am already a NSW RFS volunteer member?

Approximately 70% of our staff members have a volunteer background. If you are already a NSW RFS volunteer member, why not apply to attend one of the 'Volunteer to Career (V2C)' programs. The V2C program is a half day program that is run on a weekend during the cooler months and is designed for volunteer members interested in a career in the NSW RFS.

### Where can I work?

The NSW RFS is located in over 150 centres right across NSW. The majority of these centres are located in Districts. However, we have four Regional

Offices (North, South, East and West), three Customer Service Centres (Glendenning, Coffs Harbour and Batemans Bay) plus our Headquarters at Sydney Olympic Park.

### What attributes do I need to work in the NSW RFS?

In the NSW RFS we value:

- › Mutual Respect
- › Adaptability and Resourcefulness
- › One Team, Many Players, One Purpose
- › Integrity and Trust
- › Support, Friendship and Camaraderie
- › Community and Environment
- › Knowledge and Learning

We are looking for people to work with us that also hold these values in high regard. We are also looking for people who are interested in working with volunteer members and supporting the community.

### Capability Framework

The NSW Public Sector Capability Framework provides a common and consistent description of the capabilities and associated behaviours that are expected of all NSW Public Sector employees, at every level, in every organisation.

The framework is a foundation for the full range of workforce management and development activities: role design and description; recruitment; performance management; learning and development and strategic workforce planning.

The capabilities identified in the framework enables the NSW RFS to design jobs more effectively to meet our business needs and recruit and select individuals with the skills and abilities that match our workforce and business requirements.

The framework comprises of 16 capabilities across four core groups with a further four capabilities specific to people management. For more information about the NSW Governments Capability Framework go to [www.psc.nsw.gov.au/workforce-management/capability-framework](http://www.psc.nsw.gov.au/workforce-management/capability-framework).

### Merit Selection

Employment in the NSW Public Sector is based on merit principles. The Government Sector Employment (General) Rules 2014 sets merit as the criterion for employment decisions. Any employment decisions relating to a role in the Public Service is based on an assessment of the capabilities, experience and knowledge of the person concerned against pre-established standards for the role to determine the best person suited to the requirements of the role and the needs of the Public Service agency.

### Working in Remote Locations

As the NSW RFS has many workplaces within NSW we actively encourage employment opportunities in remote locations. In order to facilitate greater participation in these areas the Service provides additional incentives such as remote area allowance and additional annual leave.

### What benefits are available for NSW RFS salaried members?

General conditions of service, salary rates and grading of roles are principally covered by the Awards and the Act.

### Recreation Leave

All employees are entitled to four weeks annual leave for each completed year of service, this entitlement is pro-rata for part time employees.

### Sick Leave

15 days per annum sick leave is available on a cumulative basis, again this entitlement is pro-rata for part time employees.

### Extended Leave (Long Service Leave)

Employees are entitled to long service leave after an initial period of seven years.

### Leave Without Pay

In certain circumstances you may apply for leave without pay from the NSW RFS.

### Special (Volunteer) Leave

Volunteers from a number of organisations including the NSW RFS may be granted leave to assist as volunteers. Volunteers of the NSW RFS may also be granted leave to attend bush fire related training.

### Other Forms of Leave

There are a number of other forms of leave available for NSW Public Sector employees, these include (but are not limited to):

- › Parental / Adoption Leave
- › Family and Community Service (FACS) Leave
- › Personal / Carers Leave.

### Study Assistance

The NSW RFS has established a Professional Development Committee (PDC) to ensure equity in the deliverance of Professional Development.

Staff members can apply for study assistance for courses delivered by a number of agencies including TAFE, University and various short course providers.

### Flexible Work Practices

Under 'the Award' the NSW RFS has established a Working Hours Policy which delivers significant flexibility to its staff in achieving work/life balance.

Under this policy a staff member is entitled to one day's agreed absence (AA) per month in recognition of the hours worked and professional commitment to the NSW RFS. The AA must be taken at a mutually beneficial time.

In support of flexible work practices and depending on the circumstances, the NSW RFS may be willing to consider the following options:

- › Part time work
- › Career breaks
- › Home based work
- › Job sharing

The NSW RFS is also committed to supporting staff who are returning from maternity leave with a combination of the options listed above.