

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?

Vacancies in the NSW Public Sector are advertised in the following locations:

- Jobs NSW Government website: www.jobs.nsw.gov.au
- www.seek.com.au
- www.careerone.com.au
- www.mycareer.com.au
- some local papers.

There is also a link on the NSW RFS public website. See 'Employment Opportunities' under the 'About Us' section.

How do I apply?

A detailed explanation on how to apply for NSW Public Sector jobs can be found by visiting the NSW Government job website at www.jobs.nsw.gov.au.

Firstly, you should request an information pack from the contact person listed on the job advertisement. If viewing the position online, this information is available for you to download.

When submitting an application remember that you must:

- carefully read and understand the capability framework document and gain an understanding of what level of capabilities you currently possess
- carefully read and understand the position description / role statement and ensure the capability levels listed within it are the right level for you
- remember when preparing your application you should respond to each of the criteria for the position, whilst also introducing the capabilities required for the role. For more information about the NSW Government's Capability Framework visit www.pscapabilities.nsw.gov.au
- attach a resume / curriculum vitae
- attach any other required documents in support of your application
- supply the names of at least two referees.

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

Before you write your application, ensure you have read the position description / role statement 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 contact person it is a good idea to draft some questions before calling. Asking questions and talking to the contact person will really help you find out more about the role and help you 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 criteria by providing examples, this will make your application more competitive – just stating that you meet the criteria is not enough. 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 obtained the information flyer, job description
- I have phoned the contact person 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 addressed the criteria fully and provided relevant examples of how I meet the criteria
- I have submitted my application on time.

What happens next?

After submitting an application you will be sent an acknowledgement letter to say that your application has been received by the NSW RFS. When the vacancy closes all applications are forwarded to the convenor.

The convenor will establish a selection panel (usually comprising of two people) that will decide which applicants have the most competitive applications and who will be called for an interview. Only those called for an interview will be notified (usually by phone) at this time.

If you are called for an interview it is advisable to familiarise yourself again with the position description / role statement, the criteria and your own application. You may also consider some questions to ask the panel.

What if I am successful?

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

What if I am unsuccessful?

All applicants 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 convenor of the panel and 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 criteria
- strengths and areas for improvement
- gaps compared with the successful applicant
- 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 applicants within one month of the closing date, however delays can occur in unexpected circumstances related to our core duty.



NSW RURAL FIRE SERVICE

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WORKING FOR THE
NSW RURAL FIRE SERVICE
WHAT POTENTIAL EMPLOYEES SHOULD KNOW

NSW RURAL FIRE SERVICE





On 1 September 1997, the NSW Rural Fire Service was established by an Act of Parliament (the Rural Fires Act 1997) as the successor to the Bush Fires Act, redefining the world's largest fire service and building on a century of experience in protecting some of the most fire-prone areas on earth.

Today the NSW RFS comprises over 2,100 rural fire brigades with a total volunteer membership of just over 70,000. In addition, over 880 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 Lidcombe.

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 the larger NSW Public Sector. Our Chief Executive Officer (CEO) is the Commissioner. Employment of staff members is governed by the Public Sector Employment and Management Act 2002 (the 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, OHS&R, staffing etc), Operations (response, hazard management, mitigation planning, community engagement etc), Infrastructure (brigade stations, fleet, communications, IT etc) and Management. Our corporate areas include positions 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. 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 80% 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 runs over 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) and 20 Operational and Mitigation Support Service bases plus our Headquarters at Lidcombe.

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 skills, knowledge and abilities expected from NSW Public Sector staff and that underpin the achievement of the Government's plans to deliver better public services for the NSW community.

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 14 capabilities across three broad streams. For more information about the NSW Governments Capability Framework go to www.pscapabilities.nsw.gov.au.

Merit Selection

Employment in the NSW Public Sector is based on merit. Section 19 of the Public Sector Employment and Management Act 2002 sets merit as the criterion for employee selection. The Act describes merit as the abilities, qualifications, experience, standard of work performance and capabilities of applicants considered in relation to the work to be done. Competitive merit selection aims to ensure that:

- all eligible members of the community have a fair chance to gain a job with the Government
- selection is based only on a person's ability to perform the work
- the best person is selected, resulting in a quality Public Sector workforce capable of effectively designing and delivering services and programs to the people of NSW.

Employment Programs

A number of NSW Public Sector employment programs may be available in the NSW RFS and when available will be listed on our website. Most commonly these include trainee, apprentice, cadetship and work experience programs.



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 positions 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.

