

Leading Station Officer selection FAQs

Q1. Who will be conducting the psychometric test?

The psychometric test will be conducted online with support provided by external providers.

Q2. What does the Stage 1 psychometric test involve?

The supervised psychometric test will assess and measure the applicants' suitability for the LSO rank. The psychometric test will cover cognitive, emotional intelligence and behaviour. The portfolio gauges the applicants' likely "fit" for the LSO rank by measuring work strengths, work preferences and interpersonal skills.

Q3. What is the format of the psychometric test?

The psychometric test will consist of questions with multiple choice answers.

Q4. How long does the psychometric test take to complete?

The psychometric test will take approximately 90 minutes.

Q5. Where will the psychometric test be held?

The psychometric test will be conducted online and whenever practicable, at the Station Officer's own station/workplace under the observation of an FRNSW assessor or senior officer.

Q6. Will the psychometric test be held on the same day across all locations?

No. Station Officers with 12 or more months' service will individually request to take the tests when they are ready to do so. FRNSW will ordinarily schedule tests within four weeks of a request to take them.

Q7. Will everybody who sits this test be asked the same questions?

Tests conducted at different times or at different locations will ask different questions, however the questions will always be at the same standard or level. This overcomes the possibility of some applicants gaining an advantage over other applicants.

Q8. If I am not successful can I apply again in future?

Yes. There is no restriction on the ability of eligible SOs to apply whenever applications are called for LSOs within their area.

Q9. Is there a limit to the number of times I can apply/sit the test?

No, but the psychometric test can only be undertaken once in any 12 month period. SOs who re-apply within 12 months of their last test will be required to rely on that last test's score.

Q10. Do I attend the test on or off shift, and if off-shift will I be paid to attend?

The Stage 1 psychometric test will be held when you are on-duty. Employees taking the test will not ordinarily be required to respond, however the test, which will be timed, may be

suspended and resumed later if necessary (eg, in the event of an equipment/computer problem or a critical emergency incident)

If you are off-duty and attend Stage 1 and/or Stage 2 assessments you will be paid in accordance with Clauses 16 and 19 of the Award. Further details will be made available to each applicant when FRNSW knows the final number and location of all applicants.

Q11. Is there any study or practice I can do to prepare for the psychometric test?

There is no preparation required, however applicants may like to research psychometric testing to better understand this type of assessment method, including by reviewing the information contained in the following link

<http://www.psc.nsw.gov.au/employmentportal/resources/fact-sheets>

Q12. Is there anything I need to bring with me to the psychometric test, or that might help me (eg, a pen, or a calculator)?

You will need to bring photo identification, eg FRNSW employee card, motor vehicle license or passport to the assessment. All required materials will be provided by FRNSW.

Q13. Will the testing provider send my test results to the Department? What information will the testing provider send to the Department? How confidential will my test results be?

Yes. The testing provider will release the psychometric test scores and results to the panel. Individual test results will remain confidential between the applicant and the panel unless they are disclosed elsewhere by the applicant.

Q14. Can I appeal my results?

There will be no appeal mechanism.

Q15. Do my test results only apply to my application for LSO Program positions? If I apply for an Operational Support position, will my test result be used or considered relevant?

The testing conducted for LSO Program positions will not be used for any other FRNSW application process or purpose unless you agree.

Q16. What are the criteria my portfolio should address and how are they weighted?

There are seven criteria that are essentially the same for assessment for promotion to Inspector rank but unlike the Inspector criteria, the LSO criteria are weighted differently in order to reflect the operational bias of this rank. The seven criteria and weighting for each are:

Criteria	Weighting
Incident Management	20%
Experience as a Station Officer	20%
Competencies in Firefighter Management	20%
Emergency Management	10%
Community Engagement	10%
Fire Investigation	10%
Experience in non-operational fields	10%

Q17. One of the criteria requires experience in a range of non-operational fields, what does this mean?

"Non operational" can include any experience outside of attending an incident. This includes, but is not limited to, leading a team, managing people, understanding of people management and financial / procurement practices, profiling your community for community engagement activities, managing personnel issues, negotiating building compliance, and the completion and submission of briefs.

Q18. Can I include experience in my portfolio if they were not from my time as an SO?

Yes. The portfolio can include any experience that relates to the criteria. This may be obtained either during your employment at FRNSW or skills or experience obtained outside the workplace. For example, a person may be able to demonstrate interpersonal skills while working in an operational support role or previous work as a sales consultant.

Q19. Do I need a formal qualification to address the criteria?

No. This process is looking for a well balanced, holistic view of an applicant. This can include a formal qualification, work-related experience or a combination of both. You do not need to have a formal qualification in order to address these criteria.

Q20. Someone has volunteered to help me through the process, is this ok?

Clearly this submission needs to be your own work. This is an evidence-based process based on your experience. You may wish to have someone mentor you or assist you in reflecting on how best to use your experiences. These people should be familiar with merit selection and the information available on the LSO intranet page.

Q21. How will the panel assess the evidence-based portfolio?

The panel members will rate your response to each criterion in the portfolio on a scale of 1 (unsatisfactory) to 10 (excellent). At the end of the selection process all applicants will be provided with feedback.

Q22. How will the panel determine who is interviewed?

The panel will assess both the portfolio and psychometric test results to determine the most meritorious applicants for interview. Applicants who are not invited to interview will receive feedback on their application at the end of the selection process.

Q23. How does a panel interview work?

The panel that assesses the portfolios at Stage 1 will also conduct the interviews at Stage 2. The interview consists of questions designed to elaborate on the information you have provided in your portfolio and draw out attributes relevant to the job. To ensure the process is fair the questions will be the same for all applicants. The interview is an opportunity to showcase why you are the best person for the LSO position.

Q24. Who will be on the panel, and how will they be selected?

The panel will consist of 3 executive FRNSW officers one of which will be a Chief Superintendent as the panel convener; and 1 external officer from an operational agency with experience in merit based selection processes e.g., NSW Police.

The final composition of the panel will be determined by the Commissioner.

Q25. What kinds of questions will be asked by the interview panel?

The questions will give you an opportunity to expand on your portfolio and your experience. Here are two examples of the types of questions that may be asked:

- a) Given an example of when you led your crew or colleagues to achieve a goal. Describe how you led the efforts. Tell me how people responded to your leadership.
- b) You are the first arriving officer at an incident. What do you do immediately, and then later on?

Q26. What does the practical test involve?

A short scenario test including:

1. Incident management skills; (How to use procedures and policies that can be found on the station portal (this does not require rote learning).
2. High level decision making, problem solving and prioritisation;
3. Human resource skills and people management; and

Q27. Where can I find more information?

The intranet page contains information regarding the preparation of portfolios and interview development seminars. This page also contains information about the roles of Leading Station Officer and Inspector and will be updated with questions and answers as they are made available.
