

Senior Firefighter to Station Officer Promotional Pathway Process - 2024

The following process has been agreed between Fire and Rescue NSW and the Fire Brigades Employees Union.

1) Eligibility:

- a) FRNSW Senior Firefighters (SF) with a minimum of 24 months service at the rank of SF to sit the Pre-Qualifying Assessment (PQA)
- b) Must have 8 years total service as a permanent firefighter with FRNSW before promotion to Leading Firefighter (LF)
- c) Must have 9 years total service as a permanent firefighter with FRNSW before promotion to Station Officer (SO)
- d) The only exception to this is that in order to apply for a Country Officer position you must have a minimum of 8 years' service as a permanent firefighter with FRNSW, with 24 months minimum as a Senior Firefighter

2) Application Process:

- a) Pre-Qualifying Assessment is held (minimum twice per year with 12 weeks' notice), must achieve a minimum pass mark of 65% to be eligible to progress to the next stage.
- b) Pre-qualifying assessment pass marks are valid for a period of 3 years from the date of their PQA.
- c) Employees who meet the eligibility requirements and hold a valid pre-qualifying assessment pass mark can apply for promotion either through a Non-Station Based Position, merit selection into a Country Officer position or, by application when FRNSW call for Officer Promotions in accordance with the Award.
- d) In all cases referenced in (c) above, the application process will involve:
 - i. Submission of an application (including CV / Resume), and answering two role specific targeted questions
 - ii. Short-listing of candidates will be based on a panel assessment of their applications, in relation to the role requirements of SO.
 - iii. Short-listed candidates will undertake a panel Interview consisting of 4-5 questions and a work skills assessment based on a people management scenario, with interviews to be recorded if requested by the applicant for review and/or feedback purposes only. All successful candidates will complete an Officers Program and at the completion of that program will hold the rank of LF (SO Qualified).
- e) Eligible employees' who hold a valid pre-qualifying assessment pass mark, who are merit selected into Non-Station based positions, or a Country Officer position, will be deemed to have completed all the requirements of (d) above and do not need to undertake any other merit process for inclusion on the Officer Program.
- f) Employees merit selected into a Non-Station based position may elect not to seek the promotional pathway unless they apply and are successfully appointed through a

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2nd round with a promotional pathway attached in which case they must complete a promotional pathway. Where an employee elects to complete the promotional pathway, they must serve a minimum of two years in that position and will be promoted to the substantive rank of LF (SO Qualified) on completion of the Officers Program and are placed on the SO Eligibility List in accordance with the promotional process below. If the employee remains in the position for a further 12 months post the completion of their original 2-year tenure period they can promote in place to a substantive SO (subject to meeting the eligibility requirements). If the employee leaves the position prior to the completion of the original two-year tenure period, they relinquish the promotion and will hold the rank of Senior Firefighter. If the employee remains for the full three years and promote in place, they will be able to transfer with 3 months' notice at Station Officer rank to a vacant GSA SO position (subject to the full completion of the three-year tenure period).

- g) Employee's merit selected into a Country Officer position will be offered the Officer's program and can only take up the position on completion of that program and will be promoted to the substantive rank of LF (SO Qualified). They will be paid as a Station Officer under a higher duties' arrangement until the completion of a three-year period in that position, at which time they will be substantively promoted to SO. If they leave the position prior to the completion of 2 years of the tenure period, they will hold the rank of Senior Firefighter. If they complete a minimum of 2 years of the tenure period, but less than the full 3 years, they will hold the rank of LF (SO Qualified) and are placed on the SO Eligibility List in accordance with the promotional process below. If the employee remains for the full three years and promote in place, they will be able to transfer with 6 months' notice at Station Officer rank to a vacant GSA SO position (subject to the completion of the full three year tenure period).
- h) Employees who are successful through any process outlined above will be given the opportunity to complete the Officers Program in order of their merit position, based on the results on their panel interview and work skills test.

3) Promotional Process

- a) All employees who complete the Officers program and have met the eligibility and tenure requirements of their specific roles and hold the substantive rank of LF (SO Qualified), will be placed on an SO eligibility list based on date of promotion to that rank.
- b) Employees who are LF SO qualified but have not yet completed 9 years of service will be added to the list on completion of the 9 years with their placement on the SO Eligibility list based on their date of promotion to LF (SO Qualified).
- c) Where the date of promotion is the same for a group of employees who progress through an Officers Program in a single class, their number on the list will be based on the results from the panel interview and work skills test (Stage).

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- d) Promotion to SO will be offered to the person at the top of the SO Eligibility list. Employees are able to decline promotion to SO when offered and remain at LF (SO Qualified).
- e) If an LF (SO Qualified) declines promotion, they are removed from the SO Eligibility list until such time as they request in writing to be reinstated on the SO Eligibility List. On written request they will be reinstated to the position on the list in order of their promotion date to LF (SO Qualified) in accordance (c).

4) Additional Matters:

- a) All employees who hold a previous pass mark on the LFTK (2021) will be offered a position on the current LF's program. These LF legacy programs will be conducted until this cohort have completed the current LFP and serve 12 months at the rank of LF, and will then progress to SO in accordance with (b) below. These positions will not affect the 2024 Workforce Planning needs for Station Officer vacancies.
- b) All current LF's will be given an opportunity to complete the required modules for the equivalent of the SOP prior to the commencement of the new process and will be considered LF (SO qualified) on the date of completion and will be placed on the SO eligibility list as at their date of promotion to LF (SO Qualified).
- c) All those completing a current SOP will be able to complete that process in line with the original process (i.e. 12 months to complete assessments) however will be encouraged to complete as soon as possible to allow for transition to the new process and will be offered the opportunity to access an expedited SOP to complete the program.
- d) Employees who currently are in Non-Station Based Team Member position without a current promotional pathway, who meet the eligibility requirements, are able to sit the PQA assessment and if they achieve a pass mark on that assessment will be eligible to complete a promotional pathway in accordance with this process.