



Queensland Fire and Emergency Services

Inspector
Rural Fire Service, 2021

Written Application

(Resume & Statement
of Suitability)





Preparing Your Written Application

Overview

The selection for the rank of RFS Inspector is a 3-gate process, consisting of:

1. **Written Application** - preparing and submitting your application;
2. **Hudson Assessment Centre** – based on your application you may be invited to attend the assessment centre; and
3. **Interview** - based on your cumulative performance through the Written Application and Hudson Assessment Centre you may then be invited to attend an interview with the Selection Panel.



The quality of your **Written Application** is important. It is the first piece of information the Selection Panel receives to assess your suitability against the RFS Inspector key accountabilities and capabilities; and therefore, your suitability to progress to the next gate.

It is suggested that you invest in time to prepare your **Written Application**, which consists of your **Resume** and a **Statement of Suitability**.

Preparing Your Written Application

First steps

- Establish your support network, which may include referees, mentors and colleagues.
- Familiarise yourself with the RFS Inspector Role Description, particularly the mandatory requirements and the key accountabilities of the rank.
- Familiarise yourself with the Inspector capabilities and key behaviours, which are presented as the Program Leader Leadership Competencies for Queensland on the Public Service Commission website: [Queensland](#)

[Public Service Commission Leadership Competencies for Queensland \(Program Leader\)](#)

- While doing this, start to collect solid examples where you have demonstrated these accountabilities and capabilities in your career.
- If you have compiled an application previously that addressed 6-7 selection criteria, then preparing your Statement of Suitability will be similar. More about this later.

Resume Preparation

In determining suitability, you will be assessed against the Inspector key **accountabilities**, which are presented in the RFS Inspector Role Description. The accountabilities are simply 'what' you do as an RFS Inspector, i.e., the tasks, decisions, responsibilities, stakeholders, decisions and results that you are accountable for.

It is suggested that you **structure your Resume** to clearly demonstrate your skill, experience and ability to undertake the RFS Inspector accountabilities that are categorised as Operations Management, Community Service Operations, Professional Development, and Operations Business Management duties.

Ensure your resume is current, no longer than 6-pages and has at least the following sections:

- **Contact details** – name, email address, best contact phone number.
- **Opening or summary statement** – provide a clear and concise overview of your key strengths and why you are suitable for the rank of RFS Inspector.
- **Qualifications & Education** – list your highest qualification first; stating the institution name, years you attended and qualifications gained.
- **Work History** - beginning with your most recent role; list your job title, dates in the role, responsibilities and skills acquired, and your achievements. It is here where you demonstrate your suitability against the accountabilities of the RFS Inspector role.
- **References** – include references with your application, provide the names, job titles, emails and phone numbers of your two main referees.



Statement of Suitability Preparation

In further determining suitability, you will also be assessed against the RFS Inspector behavioural **capabilities**, which are presented in the Program Leader Leadership Competencies for Queensland from the Queensland Public Service Commission.

Whilst further explanation is provided below, general definitions for these include:

Key Accountabilities – this refers to ‘what’ you do as an RFS Inspector as defined by the Position Description; the tasks, decisions, responsibilities, stakeholders, decisions and results that you are accountable for.

Capabilities – this refers to ‘how’ you go about the key accountabilities of the Inspector role; the leadership management and behaviours you demonstrate in delivering the accountabilities and responsibilities of the role.

Key Accountabilities

To determine your suitability for the role, you will be assessed against the RFS Inspector Key Accountabilities (as defined by the Position Description). It is recommended that you structure your **resume** to clearly highlight your **demonstrable** experience and ability to undertake the full range of operational duties as prescribed for the rank of Inspector as required, including the following:

1. Operations Management
2. Community Safety Operations
3. Professional Development
4. Operations Business Management

Capabilities

Hudson has prepared a template at the end of this document to support you in preparing your clear and concise 3-page statement demonstrating your leadership and management behaviours in performing the role.

It is suggested the best way to demonstrate this is through solid examples and to follow what is known as the ‘CAR’ method for each example:

- **Context** is about describing a situation and setting the scene for a relevant example from your past.
- **Action** is about explaining what action you took. Be specific rather than making vague statements and outline your steps and rationale.
- **Result** is about detailing the outcome and impact of your action. Offer specific facts relating to the result where possible, for example data or feedback, that confirm your results.

The key is to choose your best example that clearly demonstrates the capability. You may choose one detailed example that addresses all the capabilities, i.e. Performance through Vision, Performance through Results and Performance through Accountability, OR you may choose several examples.

A maximum three (3) pages will be accepted for your Statement of Suitability, and font is to be no smaller than 10pt Arial.

Finalising Your Application

- Spelling and grammar has been checked?
- My resume is current?
- My resume is no longer than 6-pages?
- My resume demonstrates my ability and/or experience to perform the key accountabilities presented in the RFS Inspector Role Description?
- My Statement of Suitability is 3-pages and no less than 10-point Arial font?
- My Statement of suitability demonstrates my leadership and management behavioural capabilities to perform the RFS Inspector role?
- A trusted friend, colleague, mentor or referee has reviewed my Resume and Statement of Suitability?
- My referees are aware of and have received a copy of my application?

Submitting Your Application

Submit your application according to the instructions in the Application Pack.



Performance through Vision

- Leads strategically
- Stimulates ideas and innovation
- Leads change in complex environments
- Makes insightful decisions



Performance through Results

- Develops and mobilises talent
- Builds enduring relationships
- Inspires others
- Drives accountability and outcomes



Performance through Accountability

- Fosters healthy and inclusive workplaces
- Demonstrates sound governance
- Pursues continuous growth