

Further Enquiries

Mr Benjamin Smith
AFAC Program Coordinator
Phone: +61 3 9418 5226
Fax: +61 3 9419 2389
Email: benjamin.smith@afac.com.au
www.afac.com.au

To download a copy of this brochure and the 2013 EFOP application forms visit http://knowledgeweb.afac.com.au/training/leadership/executive_fire_officer_program

Trading as AFAC Ltd ABN 52 060 049 327



Level 5, 340 Albert Street
East Melbourne, Victoria 3002
Phone: +61 3 9419 2388
Fax: +61 3 9419 2389
Email: afac@afac.com.au

AFAC/USFA/NFA

Executive Fire Officer Program 2013

Nominations Close: Friday 23 March 2012

Executive Fire Officer Program 2013

Background

Each year the Australasian Fire and Emergency Service Authorities Council (AFAC) invites fire, land management and emergency service agencies to nominate individuals for the Executive Fire Officer Program (EFOP) offered by the United States Fire Administration/National Fire Academy at Emmitsburg, USA. Nominations received by AFAC are short listed by the appointed Selection Committee during the week commencing 26 March 2012. Candidates shortlisted will be advised of interview dates.

Two applicants will be selected by the Committee and submitted for consideration to the USFA/NFA by 1 June 2012. The Academy will notify the two successful applicants directly in October 2012 of their admission to the 2013 program.

Program Overview

The EFOP is designed to provide senior fire and emergency officers, and others in key leadership roles within the fire and emergency services, with the skills and knowledge to:

- » transform fire and emergency service organisations from being reactive to proactive; with an emphasis on leadership development, prevention, and risk-reduction
- » transform fire and emergency services organisations to reflect the communities they represent
- » develop the executive-level knowledge, skills and abilities necessary to lead transformations, conduct research and engage in lifelong learning.

The EFOP spans a four-year period with four core courses. Each course is two weeks in length.

Each participant must complete an Applied Research Project (ARP) that relates to their organisation within six months after the completion of each of the four courses. A certificate of completion for the entire EFOP is awarded upon successful completion of the final research project.

Note: Completion of each ARP is a prerequisite for entry to the next course in the program sequence.

Representation on the Program from both operational and non-operational areas is encouraged. However, it is vital that all participants are currently employed in a leadership role within a public safety organisation and are capable of undertaking post-graduate level studies.

Program Structure

1st Year Course

Executive Development (R123)

Requirement: Applied Research Project

Themes covered in this course are leadership, research, and change. Through a combination of theory, casestudy analysis, reflection, and self- and observer-based assessment, participants learn how to enhance personal/ team development and engage in applied research. There is a required pre-course assignment dealing with applied research and reading.

2nd Year Course

Strategies for Community Risk Reduction (R274)

Requirement: Applied Research Project

This course is a mixture of philosophy and application, i.e. exploring the value of community risk reduction and the process of applying risk reduction to the community. It involves developing partnerships with the community to implement programs, initiatives and services that prevent and/or mitigate the risk of human-caused or natural disasters. Traditional fire prevention programs are addressed.

3rd Year Course

Executive Analysis of Fire Service Operations in Emergency Management (R306)

Requirement: Applied Research Project

This course is designed to prepare senior officers in the administrative functions necessary for the effective management of the operational component of a fire and rescue department. Areas covered include risk assessment, media/political considerations, standards, incident documentation, legal mandates, capability assessment, damage assessment, emergency operations, Integrated Emergency Management System (IEMS), Multi-Agency Coordination Systems (MACS) including the Emergency Operations Centre (EOC), and emergency information systems.

This course meets the NIMS requirements for ICS 300 and ICS 400. A joint simulation exercise will be conducted with the Emergency Management Institute during this course.

4th Year Course

Executive Leadership (R125)

Requirement: Applied Research Project

This course provides a framework of executive-level competencies by focusing primarily on issues and areas of personal effectiveness. The curriculum includes self- and observer-based survey assessment instruments, case study analysis, role playing, and experiential activities. Participants complete a 'self-assessment and development plan' to create desirable goals in the areas of their professional, personal, community, and family life.

The student is awarded the Executive Fire Officer Program Certificate upon their final ARP receiving a passing grade.

Selection Criteria

The EFOP target audience is current and emerging executive level leaders in fire and emergency services organisations. The selection criteria include a Service Requirement and an Academic Requirement.

Service Requirement

- » Chiefs of Departments, or equivalent.
- » Chief Officers, or equivalent, who head major divisions within a fire department, e.g. suppression, prevention, training, emergency medical services, etc.
- » Directors of Training
- » Other individuals who are serving in 'key leadership' positions. Those applicants requesting consideration for a key leader position must possess:
 - A degree as a minimum. Advanced academic degrees will further strengthen the candidacy of the applicant.
 - Unique perspectives that broaden the diversity of EFOP.
 - Strong recommendation from the Chief Executive Officer (CEO) or Commissioner and a description of the applicant's potential impact on the organisation, and their commitment to supporting the applicant.
 - Personal accomplishments and significant contributions to the fire and emergency services and/or the community.
 - Potential for future impact on the fire service.

Service Requirement

Applicants must have completed a Bachelor Degree or higher qualification from an accredited institution of higher learning. No exception will be made to this requirement.

Agency Responsibility

- » Nominating participants in accordance with selection criteria and with due consideration for equity and diversity.
- » Agency is responsible for organising and financing travel arrangements and living allowances for the Program. Participants are responsible for the cost of the meals provided and for personal and incidental expenses. There are no course fees.
- » Given course schedule options, successful applicants will confer directly with Emmitsburg regarding the selection of appropriate courses.
- » Each agency must bear the expenses associated with their nomination for the selection interview. In some cases this may require an airfare and accommodation.

Agencies undertake to provide the successful applicant with the opportunity to complete the Executive Fire Officer Program.

Application Guidelines

Application submissions must contain seven separate items:

1. A completed General Admissions Application (FEMA Form 119-25-1). (In Block #9A, please specify 'Executive Fire Officer Program.')
2. A completed Essay Application Form (FEMA Form 119-25-5).
3. A letter from the applicant requesting admission to the EFOP. The letter should specify applicant's qualifications (see eligibility section); commitment to complete the entire program, including the applied research; and the applicant's perceived expectation(s) of the program.
4. The applicant's résumé.
5. A letter of recommendation from the applicant's immediate supervisor (CEO or Commissioner), indicating the organisation's commitment to allow the applicant to complete the required courses and research.
6. A photocopy of the applicant's academic transcript.
7. An organisational chart that depicts the applicant's position within the organisation.

Application Forms

- » FEMA Form 119-25-1, General Admissions Application (PDF, 633 KB)
- » FEMA Form 119-25-5, Executive Fire Officer Program Application for Admission (Essay) (PDF, 215 KB)

Nominations close: Friday 23 March 2012.

Nominations received by the AFAC Office will be shortlisted by the Selection Committee during the week commencing 26 March 2012. Candidates shortlisted will be advised of interview dates.

The two applicants elected by the Selection Committee must be submitted by AFAC to USFA/NFA by 1 June 2012 for consideration.

The two applications plus any accompanying material will be evaluated in assessing each applicant's qualifications for EFOP acceptance by both AFAC and the USFA/NFA.