About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.

The Silverdome is a large indoor arena used for sport and recreation and commercial events in Launceston Tasmania.

Primary Purpose

To assist the public in their use of the Silverdome building and facilities and attend to the cleanliness, general maintenance and upkeep of the building.
Primary Duties

Safety and Security

1. Ensure the safety and security of the buildings, its patrons and the general environment.
2. Ensure appropriate behaviour by patrons and monitor on-site security.
3. Supervise the use of the Silverdome and its equipment by sporting organisations and other user groups.
4. Assist with opening and closing of the facility for hirers.

Cleaning and Maintenance

5. Attend to and maintain the cleanliness and upkeep of buildings, public areas, facilities and toilets.
6. Assist in the moving, installation or removal of equipment for major and minor events, including sport, exhibitions, conferences and live entertainment. This equipment includes the track seating, stage, barriers, floor-to-ceiling drapes, white false roof, white poles, netball and basketball courts, goals, scoreboards and cycling racks.

Undertake general maintenance works including:

7. Cleaning – floor scrubbing and buffing, toilet amenities.
8. Painting – general painting works throughout the building, including floor resurfacing.
9. Mechanical – general maintenance of mechanical sweepers and vacuum cleaners, trailers and minor servicing of generator.
10. Grounds – lawn mowing, car park grading, drain clearing, tree removal etc.
11. Welding works as required.
12. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of Responsibility, Direction and Supervision

- The Operations Assistant is responsible for the general supervision and security of patrons to the Silverdome and the general cleanliness of the building and its facilities as required.
- The occupant is responsible for complying with relevant occupational health and safety legislation and department policies and procedures as they relate to this position.

General supervision of tasks will be provided by the Operations Officer with the Operations Manager providing overall technical and operational supervision.
Essential Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1. Conviction checks in the following areas:
     a) crimes of violence
     b) sex related offences
     c) serious drug offences
     d) crimes involving dishonesty
  2. Identification check
  3. Disciplinary action in previous employment check.

Desirable Requirements

One or more of the following:

- Forklift licence
- Chainsaw Operators Certificate
- Elevated Work Platform Certificate
- Workplace II Senior First Aid Certificate
- Rigging Certificate
- Certificate II in Security Operations
- Scaffolding Certificate
- Working with Children Certificate

Selection Criteria

1. Demonstrated experience in security functions and requirements.
2. An understanding of the principals of security in a public environment.
3. Basic knowledge of commercial cleaning practices and procedures and experience in the safe use of relevant cleaning equipment.
4. Experience in operating plant and equipment through relevant trade certificates of licences.
5. Well-developed interpersonal and communication skills and demonstrated ability to work proactively in a team environment.
Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.

Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people’s career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

Communities Tasmania does not tolerate violence, especially violence against women and children.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.


Fraud Management: Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency’s fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by
Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency’s fraud policy and reporting procedures.

**Blood borne viruses and immunisation:** Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

**Records and Confidentiality:** Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

**Smoke-free:** Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.