

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Application Consultant
Position Number	004274
Business Unit	Business and Executive Services
Branch / Section	Information Technology Services
Location	Hobart
Immediate Supervisor	Manager, Application Development.
Award	Tasmanian State Service Award
Employment Conditions	Full time, Permanent
Classification	ICT 3

Focus:

In a team environment, provide enterprise software development services by utilising broad knowledge and experience with contemporary application development technologies, frameworks and methodologies. Provide best practice service delivery in relation to system development and application services, including the initiation, implementation and management of projects. Conduct research into specialist information technology trends and provide technical advice and support to department personnel.

Primary Duties:

- Delivery of high level customer service in the area of application development including software development and maintenance of web applications and some rich client based, legacy, brownfield and greenfield enterprise applications.
- Undertake database development and maintenance for legacy, brownfield and greenfield databases including design and scripting of schemas, stored procedures, triggers etc.
- Lead software development teams in a multidisciplinary role including user interface design, business logic analysis, services and data layer development.

- Undertake project and programme management, development, testing and delivery utilising Agile methodologies for multiple concurrent IT development projects and ensure the delivery of projects and programmes within time and budget constraints.
- Provide direction and mentoring to less experienced staff engaged in the delivery of components of systems, projects or programs, particularly regarding the quality of service delivery and in meeting performance targets.
- Utilise software application development frameworks and methodologies to ensure that applications meet the client's specified business requirements. Analyse and document user requirements, design and document application specifications, develop and test applications by implementing test plans and test data in accordance with DPFEM standards and procedures.
- Contribute to product quality assessments by ensuring that all work is documented in accordance with DPFEM standards, participate in quality and peer reviews and provide input to the development of standards and procedures for application development.
- Provide specialist technical advice to senior ITS managers and Senior Technical Specialists, during the development, maintenance or enhancement phases of business system lifecycles.

Scope of Work:

Work is of a highly technical nature and involves a varied range of activities. May involve the management of quality control processes for business outcomes, processes, systems, resources and applications.

Direction and Supervision:

The position works as a member of a team, but with a degree of autonomy, with direction and priorities being provided by the Manager, National Firearms Register (NFR) Project.

Selection Criteria:

1. Demonstrated ability and high level expertise in the development and maintenance of enterprise software applications utilising web-based and relational database technologies.
2. Demonstrated self-motivation, flexibility and ability to deal effectively with technical and organisational complexity, ambiguity and change. Well-developed strategic, conceptual, investigative and analytical skills with the ability to exercise appropriate professional judgement and initiative.

3. Demonstrated capacity to utilise appropriate decision making strategies to identify solutions to complex problems. Make timely, accurate and informed decisions to support the delivery of outcomes and to respond to emerging developments.
4. Highly developed inter-personal skills with the ability to communicate, negotiate, mentor and gain co-operation of others in achieving and promoting the objectives of the Agency.
5. Ability to represent the Agency at external forums in a technical capacity and identify mutually acceptable solutions in situations of competing priorities.
6. Sound knowledge of secure software engineering practices and ability to implement security strategies to eliminate vulnerabilities and ensure compliance with departmental security policies.

Qualifications and Experience:

A minimum 5 years of industry experience and Information Technology tertiary qualifications in a relevant discipline.

Essential Requirements:

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct:

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions:

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the State Service Act 2000. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees 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.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

A GHUMAN

MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: December 2024