

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Mitigation Coordinator North West
Position Number	003596
Business Unit	Community Fire Safety
Branch / Section	Bushfire Risk Unit / Operations Team
Location	North West
Immediate Supervisor	Operations Manager
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full time
Classification	Band 6

Focus:

Lead the regional coordination and implementation of Tasmania's nation leading tenure-blind Fuel Reduction Program. Work with the Operations Manager on the delivery of the state-wide program of works.

Primary Duties:

- Develop and implement a regional works program and manage the physical resources, financial and reporting requirements to ensure effective implementation of priority fuel reduction activities, within the region and across the state.
- Lead and coordinate operational mitigation activities including planned burning and other fuel reduction operations and participate in state-wide program coordination and incident management roles as required.
- Develop and review operational plans and schedule and prioritise works in conjunction with other regions, other work areas and program partners to effectively deliver outcomes.
- Lead and manage the performance, training and development of operational staff and mentor and lead volunteers and contractors to ensure a coordinated and efficient approach to program activities.

- Develop and maintain effective stakeholder relationships between landholders, fire and land management agencies, local government and other stakeholders, enabling collaborative implementation of fuel reduction activities.
- Support a culture of continuous improvement by undertaking and participating in lessons management activities such as post-burn evaluations, after action reviews, debriefings, guideline and process review and training.
- Provide timely and informed advice on operational planning, operations and bushfire fuel management through reports, analyses, investigations and peer review.

Scope of Work:

The role is responsible for the efficient and effective development and implementation of priority fuel management activities across the state, management of staff, preparation of plans, coordination of resources and activities, and reporting on program outcomes.

Direction and Supervision:

Broad objectives and direction are established in consultation with the Manager Operations, while operating with a significant degree of independence of action and autonomy in day-to-day activities and evaluating and developing solutions to meet Program outcomes.

The incumbent is required to exercise technical and professional skill and judgement in providing informed advice in the field of fire management. Decisions made will have an impact on the delivery of services and implementation of the Program.

Selection Criteria:

1. Proven expertise in the development, delivery and evaluation of bushfire mitigation programs using contemporary project management principles, including the ability to set priorities, achieve and report on outcomes, resolve problems and improve program delivery.
2. Significant experience and expertise in leading and coordinating fire management operations including planned burning and bushfire suppression.
3. Demonstrated knowledge and expertise in fire management planning, preparation of operational burn and mitigation plans, and scheduling, prioritising and completing fuel reduction works to effectively deliver outcomes.

4. Demonstrated leadership and ability to effectively manage human, financial and physical resources in a complex and demanding environment.
5. Well developed interpersonal and verbal communication skills, including the demonstrated ability to build effective working relationships, work effectively in a team environment, and demonstrated ability to work with a wide range of people using consultation, negotiation, facilitation and influencing skills.
6. High level written communication skills, with the ability to prepare workplace documents, provide advice on issues management and understand the political, social, cultural and organisational environment affecting the organisation in relation to bushfire risk management.

Qualifications and Experience:

Desirable:

- A current Tasmanian drivers licence.
- Qualifications and/or experience in managing Fuel Reduction Operations.

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 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 DPFEM 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.

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

F NOVY
MANAGER, EMPLOYMENT AND ADVISORY SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: 28 December 2022