

# Department of Police, Fire *and* Emergency Management

## STATEMENT OF DUTIES



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| Title                 | Training Instructor (for volunteers)                              |
| Position Number       |   |
| Business Unit         | Tasmania Fire Service   |
| Branch / Section      | Operational Training  |
| Location              | State-wide  |
| Immediate Supervisor  | Station Officer, Training Delivery/Volunteer Training Coordinator |
| Award                 | Tasmanian State Service Award                                     |
| Employment Conditions | Fixed term, casual  |
| Classification        | Equivalent Band 2 Tasmanian State Service Award                   |

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### Focus:

Deliver scheduled and accurate training courses to volunteers within the Department of Police, Fire and Emergency Management (DPFEM).

### Primary Duties:

- Deliver scheduled training to volunteers in a safe learning environment.
- Ensure that volunteers receive a positive experience and a positive image of DPFEM.
- Perform basic administrative and record-keeping tasks to assist with the assessment of the training given.
- Assist in the review and upgrading of training programs and resources.
- Monitor and report on the performance of volunteers.
- Participate in professional development activities as required by the organisation to maintain trainer and assessor skills and vocational competence.
- Assist in replenishing the Training Resource to support the delivery of training.
- Actively participate in and contribute to the DPFEM Work Health and Safety processes.

### Scope of Work:

1. Complying with the State Service Code of Conduct;
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2. Gaining and maintaining competencies in training and assessment, emergency response and community fire safety to the levels needed for the position;
3. Effectively carrying out any tasks within the Training Instructor's level of competence, and
4. Ensuring that all work is carried out in accordance with relevant operational doctrine and site-specific safe work procedures to ensure a safe work environment.

### **Direction and Supervision:**

The Training Instructor is responsible for attendance to duties in a cooperative and professional manner, participation in team meetings and maintenance of a cohesive team structure, compliance with DPFEM values and State Service Code of conduct and for showing diligence in punctuality and attendance. The Training Instructor is also responsible for appropriate use of tools, equipment and resources.

The Training Instructor receives general direction and limited supervision from the immediate supervisor in how to undertake training.

The Training Instructor is required to exercise judgement in the choice of work methods, in prioritising tasks and in the application of skill in selecting the appropriate course of action. Independent decision-making and initiative regarding the planning and completion of tasks and achievement of outcomes is expected to increase with experience in the role.

### **Selection Criteria:**

1. Demonstrated training skills, including both presentation and group management, and the ability to acquire thematic interpretation techniques to deliver training.
2. Good communication and interpersonal skills including the ability to easily initiate contact with new volunteers.
3. Good organisational skills as well as the ability to be adaptable and flexible, manage variable workloads and to prioritise work in order to meet deadlines while continuing to deliver exceptional training.
4. The ability to work either independently or as a member of a team and exercise initiative, judgement, discretion and sensitivity in the workplace.
5. The capacity to understand and solve problems by referring to established procedures and to make timely and accurate decisions relating to all duties.
6. Demonstrated ability to work safely and maintain a safe workplace.

### **Qualifications and Experience:**

#### **Desirable:**

- Hold a current C class drivers' licence.
- Hold a current driver's licence with 'Medium Rigid' endorsement.
- Relevant experience in an emergency management context.

## 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.

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Approved

**R TURNER**

ACTING MANAGER, PARTNERING AND EMPLOYMENT SERVICES  
BUSINESS AND EXECUTIVE SERVICES