

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES




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Title	Project Officer
Business Unit	Business and Executive Services
Branch / Section	Project Management Office
Location	Statewide
Immediate Supervisor	Manager, Project Management Office
Award	Tasmanian State Service Award
Employment Conditions	Fixed-term, Casual, Flexible
Classification	Band 5

**A fixed-term and casual employment register is not a vacancy and inclusion on a register does not guarantee any offer of employment will be made.**

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### Focus:

Business and Executive Services work in partnership with the State's frontline police, fire and emergency services personnel to deliver a safe, secure and resilient Tasmania through providing high quality corporate and support services to the operational arms of the Department.

The Project Officer will be required to undertake project related activities to plan, coordinate and deliver a range of projects and strategic initiatives in line with the Department of Police, Fire and Emergency Management (DPFEM) business priorities.

### Primary Duties:

The Fixed-Term and Casual Project Officer Employment Register is designed to provide the Project Management Office with a pool of experienced and skilled people who are available to undertake the duties of a project officer for a fixed-term period.

Applications from people who can provide any or all of the below skills are encouraged to apply:

- Provide high-level project management and administrative support, including resource allocation, budget management, preparation of reports and briefs and liaison with key stakeholders.
- Demonstrated ability to research, analyse, evaluate, develop and implement processes, practices and systems to meet operational and service delivery requirements.
- Knowledge and experience relevant to specific projects to provide authoritative advice and expertise to support a range of complex activities.
- Provide leadership, instruction and guidance to staff and work collaboratively in a team to optimise projects outcomes.
- Assist with the delivery of training, project implementation and other change management activities.

### **Scope of Work:**

Work at this level has a significant influence on effective service delivery and strategic outcomes for the DPFEM. The Project Officer will assist in the development and implementation of initiatives, policies, processes and systems to improve operational effectiveness across different areas of DPFEM services.

### **Direction and Supervision:**

The Project Officer is required to work with general supervision and direction from the Manager, Project Management Office. Reporting will be agreed in reference to the various projects within the Project Management Office, and the relevant Project Manager. The Project Officer will work as a member of a multi skilled and diverse team.

### **Selection Criteria:**

1. Knowledge of, or the ability to quickly acquire knowledge of, project management principles and change management strategies to deliver project outcomes.
2. Demonstrated ability to work constructively in a high performing team to deliver project objectives.
3. High level verbal communication and negotiation skills with a demonstrated ability and commitment to developing and maintaining effective, integrated partnerships with key stakeholders.

4. Well-developed written communication skills, including a demonstrated ability to prepare briefing papers, reports and other corporate publications to explain complex issues for a range of audiences.
5. Demonstrated analytical, research and problem-solving skills and the ability think critically and review policies, practices and procedures to develop operational solutions.
6. Well-developed organisational and time management skills, including the ability to achieve results in an environment subject to competing priorities, ambiguity and change.

## **Qualifications and Experience:**

### **Desirable:**

Essential qualifications have not been prescribed, however, successful completion of, or substantial progress towards, tertiary qualifications may be advantageous. Project management qualifications are desirable.

### **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

**FELICITY NOVY**

MANAGER, PARTNERING AND EMPLOYMENT SERVICES  
DEPARTMENT OF POLICE FIRE AND EMERGENCY MANAGEMENT

Date: January 2025