

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES



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| Title                 | Policy and Engagement Manager               |
| Position Number       | 003592                                      |
| Business Unit         | Community Fire Safety                       |
| Branch / Section      | Bushfire Risk Unit / Fuel Reduction Program |
| Location              | South                                       |
| Immediate Supervisor  | Assistant Director, Fuel Reduction Program  |
| Award                 | Tasmanian State Service Award               |
| Employment Conditions | Permanent, Full Time                        |
| Classification        | Band 7                                      |

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### Focus:

Lead the development and delivery of strategic policy, projects, communication and stakeholder engagement for Tasmania's nation leading tenure-blind Fuel Reduction Program. This includes providing specialist advice, policy development and fostering effective stakeholder relationships.

This role will also oversee the management function of the engagement team and other support staff, to ensure a state-wide program of works is delivered consistently and within agreed working procedures.

### Primary Duties:

- Provide high level support to the Assistant Director, Fuel Reduction Program by supporting the Fuel Reduction Program Steering Committee, strategic business planning and reporting.
- Provide expert and timely advice through development of high level written communication including briefing notes, media releases, ministerial correspondence, and reports.

- Proactively lead the development and delivery of communications and engagement strategies, information, advice, and messaging for the state-wide Fuel Reduction Program; supporting program partners and others to build strong relationships and improve community understanding of bushfire risk.
- Build and sustain strong relationships with key stakeholders including landholders, fire and land management agencies, local government bodies, peak bodies and interest groups, and proactively manage engagement to incorporate stakeholder views and minimise the risks and impacts to the delivery of the Fuel Reduction Program.
- Lead the development and implementation of best practice policy, procedure and key projects to meet program objectives and outcomes.
- Coordinate, supervise and provide guidance to staff, volunteers, consultants and contractors to ensure a coordinated and efficient approach to program activities including the management, training, performance and development of staff.
- Manage the physical resources, budget and reporting requirements of the policy and engagement team to ensure effective implementation of the Fuel Reduction Program.
- Facilitate a continuous improvement culture by coordinating lessons learned such as, program evaluations, research and innovation and on-going training to support business, process and service improvement.
- Actively manage and champion a safe working environment, including the development and implementation of safety systems and improvement initiatives to ensure quality and safety improvement processes are in place and acted upon.

### **Scope of Work:**

Responsible for managing the efficient and effective development and implementation of strategic communication and engagement, the development of program strategies and workplans, management of staff, development of policy and procedure, coordination of financial and physical resources and reporting on program outcomes.

The occupant will represent the organisation in a variety of forums, meetings with the public and other stakeholders.

### **Direction and Supervision:**

The Policy and Engagement Manger operates with considerable autonomy in determining priorities, procedures, approach to delivering program outcomes and leading a team. Broad objectives and direction are established in consultation with the Assistant Director, Fuel Reduction Program.

The occupant is required to exercise professional skill and judgement in providing authoritative advice in the complex field of fire management. Decisions made will have a direct impact on the state-wide program and delivery of program objectives.

### **Selection Criteria:**

1. High level knowledge and experience in leading, implementing and reviewing policy, communication and engagement initiatives to enhance the understanding of bushfire risk and mitigation strategies, with a genuine commitment to stakeholder consultation.
2. Highly developed management and leadership skills including a demonstrated ability to manage financial, human, and physical resources and monitor effectiveness and efficiency.
3. Demonstrated capacity to plan, organise, schedule, and deliver own outputs, and those of the team, to achieve results particularly in a changing environment, along with project management experience and understanding of contemporary project management practices.
4. Proven interpersonal skills including the ability to liaise, negotiate and influence decision-making in a complex environment, present information and develop and maintain relationships with a variety of stakeholders at all levels.
5. Well-developed research and analytical skills including a demonstrated capacity to think strategically, evaluate programs, identify priority issues for attention, interpret legislation and develop practical solutions to improve program delivery.
6. High level written communication skills, with the ability to research and prepare documents and provide advice on issues management in a dynamic, complex, political, social, cultural and organisational environment.

### **Qualifications and Experience:**

#### **Desirable:**

- A current Tasmanian driver's licence.
- Qualifications and/or experience in policy development, project management, communications and engagement.

## **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

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

Date: 19 January 2023