

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Community Engagement Officer
Position Number	521624, 521627, 521588
Business Unit	Operations
Branch / Section	Fuel Reduction Unit
Location	South, North/North West
Immediate Supervisor	Program Coordinator
Award	Tasmanian State Service Award
Employment Conditions	Fixed Term (30/6/18) Full Time
Classification	Band 5

Focus:

To build understanding and acceptance of fuel reduction and other bushfire mitigation activities through engagement with landowners, communities, interest groups and agency stakeholders within their area. Participate as a member of the team implementing bushfire risk mitigation activities in the community.

Primary Duties:

1. Plan and develop evidence-based community engagement strategies to ensure that landowners and the surrounding community understand the assessed bushfire risk and intent of the burning program.
 2. Develop and maintain strategic partnerships; consult and collaborate with key internal and external stakeholders, including relevant community stakeholders and local networks.
 3. Consult with landowners and occupiers whose land may be included within the boundary of a fuel reduction burn.
 4. Collect, collate analyse and apply relevant quantitative and qualitative data.
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5. Produce briefings, minutes, reports and other documents related to consultation and community engagement activities.
6. Participate in planning and evaluation activities related to the fuel reduction program.
7. Participate in prescribed burning and fire suppression operations in both fireground and incident management team roles as required.

Scope of Work:

Responsible to the Program Coordinator of the Fuel Reduction Unit, for:

- achieving the position objective in a manner consistent with the TFS values of service, professionalism, integrity and consideration;
- the effective management of allocated resources;
- ensuring all work is undertaken according to safe working practices;
- maintaining a safe and healthy working environment in accordance with the stated OH&S responsibilities for this position; and
- committing and approving the payment for goods and services within the approved financial delegation.

Direction and Supervision

The Community Engagement Officer works under the supervision of the Program Coordinator and is required to operate with a degree of independence of action and autonomy in day-to-day activities. Work is undertaken within established operational guidelines, systems and processes with limited guidance provided in applying specialist technical knowledge to complex and challenging program/project activities. Once priorities are determined, the incumbent is expected to exercise initiative and manage projects, seeking advice and guidance as necessary.

The incumbent exercises considerable independence in evaluating and developing solutions to meet effective Tasmania Fire Service, State Fire Management Council and fire management area committee service delivery requirements.

Selection Criteria

- Proven capability in developing, delivering and evaluating community engagement projects.
- Demonstrated analytical and research skills, including conducting research through community consultation.

- High level communication (written and verbal) including consultation, negotiation, liaison, conflict resolution as well as the ability to effectively represent the Agency and present information in a professional manner for a range of purposes and audiences.
- High level interpersonal skills including a proven capability to work in a manner consistent with TFS Values and Behaviour, as well as the ability to develop partnerships and work collaboratively with diverse community groups, research organisations and government agencies..
- Demonstrated understanding, or the ability to quickly acquire an understanding, of contemporary bushfire mitigation issues in Tasmania.
- Demonstrated ability to work with minimal supervision and manage workloads, including the ability to successfully undertake projects and deliver outcomes within specific timeframes.
- Demonstrated capacity to maintain a safe workplace that ensures safe work behaviour and safe systems of work.

Qualifications and Experience

- A current 'car' drivers licence.
- Recognised qualifications in community engagement or other relevant field.

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.

The working environment is largely office based, however intra-state travel may be required. During the 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

Donna Adams
DEPUTY SECRETARY
BUSINESS AND EXECUTIVE SERVICES

Date: 4 July 2016