

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Policy & Research Officer
Position Number	004103
Business Unit	Office of the Secretary / Commissioner
Branch / Section	Business and Executive Services
Location	Hobart
Immediate Supervisor	Manager, Office of the Secretary / Commissioner
Award	Tasmanian State Service Award
Employment Conditions	Full-time, Permanent
Classification	Band 6

Focus:

The position is responsible for ensuring the effective flow of information between the Department of Police, Fire and Emergency Management and Ministerial offices.

Provide advice and assistance to staff across the Department in relation to the preparation of Ministerial and Parliamentary documents, including monitoring adherence to legislative, policy and procedural requirements as well as undertaking quality assurance of documents being provided to Ministers.

Provide high-level advice and coordination of national commitments at the Ministerial and Commissioner level.

Primary Duties:

1. Liaise with staff across the Department and other stakeholders to ensure the timely preparation of high quality correspondence, briefings, and other documents for the Minister and DPFEM Executive.
2. Act as a key point of contact for the Minister's office in relation to the flow of information, provision of advice and documents.

3. Provide high quality advice and support to staff across the Agency in relation to departmental and Ministerial procedures, requirements and standards.
4. Manage the preparation of Cabinet and Parliamentary documents, by coordinating input from staff across the Agency and ensuring that documents comply with relevant requirements.
5. Coordinate the preparation of agenda items, action lists and other documents for the Department's regular Ministerial meetings, and follow up on outstanding actions.
6. Prepare Ministerial and departmental correspondence, reports and submissions relating to the functions of the Department of Police, Fire and Emergency Management.
7. Coordination of national commitments at Ministerial and Commissioner level, including preparation briefing papers.
8. Identify, analyse, assess and provide high-level advice on business opportunities, implications and risks.
9. Brief the Senior Executive and the Agency or Corporate Management Group, as required.

Scope of Work:

Responsible for;

- maintaining the flow of information between DPFEM and the Minister's office;
- preparation of documents for the Minister;
- ensuring the accuracy and quality of documents being provided to the Minister; and
- coordination of national commitments at Ministerial and Commissioner level.

Direction and Supervision

The Policy & Research Officer will operate with limited supervision, receiving overall direction, priorities and objectives from the Manager, Office of the Commissioner.

The occupant is expected to exercise initiative and judgement to resolve issues and operate with a level of autonomy on day to day activities.

Selection Criteria

1. Proven understanding of the role and function of DPFEM, its relationship to other government agencies, ministerial offices and parliament.
2. Demonstrated capacity for self-management in an environment of competing priorities, with an ability to proactively manage competing tasks and operate effectively under pressure, while maintaining a strong commitment to quality and achieving deadlines.
3. Well-developed research, analysis, conceptual and problem solving skills and the ability to make sound judgements in relation to complex situations.
4. Sound interpersonal skills including conflict resolution, negotiation and the ability to consult and work collaboratively with internal and external stakeholders; and a demonstrated capacity to represent the Department, internally and externally at a variety of levels.
5. Highly developed written communication skills enabling the production of documents that are concise, understandable to non-specialists and which develop persuasive, clear, accurate and logical arguments.

Qualifications and Experience

Tertiary qualifications in a discipline relevant to policy research are desirable, with experience in these areas highly desirable.

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 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

Erin Baker

Director

PEOPLE AND CULTURE

Date: 11 May 2018