



TASMANIA FIRE SERVICE

STATEMENT OF DUTIES

Position Title:

SPATIAL INFORMATION OFFICER

Division:

Community Fire Safety

Award:

Tasmanian State Service Award

Immediate Supervisor:

Manager, Bushfire Planning & Policy

Position Number:

003955

Section/Branch:

Bushfire Planning & Policy

Classification:

Band 4

Employment Status:

Full Time

POSITION OBJECTIVE:

Provide GIS and desktop mapping support to assist in planning, preparedness, response and recovery for bushfire risk assessment and strategic fire management planning. Investigate, coordinate, develop, implement and refine operational systems and procedures for data acquisition, data integration, data maintenance and operational response.

PRIMARY DUTIES:

1. Undertake a broad range of technical tasks associated with the acquisition, integration, maintenance and delivery of spatial data using GIS and data management applications.
 2. Apply specialised skills in undertaking GIS analysis, desktop mapping and associated tasks.
 3. Keep up to date in relation to GIS and bushfire management, including system developments, enhancements and adapting to a changing environment
 4. Maintain effective communication with internal and external clients to ensure a common approach to the use of spatial information in support of prevention, preparedness, response and recovery activities for bushfire management.
 5. Develop and maintain GIS documentation, records and procedures.
 6. Provide training and troubleshooting support in relation to relevant GIS activities.
 7. Initiate, plan and manage minor projects using project management methodologies and processes.
 8. Actively participate in developing and maintaining safe work practices and conditions.
 9. Participate in an on call roster to maintain systems after normal hours when required.
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LEVEL OF RESPONSIBILITY:

Responsible to the Manager Bushfire Planning & Policy 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.
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Direction/Supervision Received:

The Spatial Information Officer reports to the Manager Bushfire Planning & Policy, however works under the day to day supervision and direction of the Spatial Analyst, FRU.

The incumbent exercises some independence in evaluating and developing solutions to meet effective GIS and desktop mapping program and service delivery requirements.

SELECTION CRITERIA:

1. Demonstrated experience, knowledge and understanding of Geographic Information System (GIS) operational techniques (in particular ArcGIS) to enable the effective collation and integration of spatial data, and the production of maps to support strategic risk analysis and emergency management priorities.
2. Investigative, analytical and problem solving skills with the ability to develop new approaches to resolve complex problems and the proven ability to exercise initiative, flexibility and creativity to address complex operational challenges.
3. Proven interpersonal and communication skills including a proven ability to interact effectively with a diverse range of stakeholders and provide clear, accurate and authoritative oral and written advice, reports and recommendations.
4. Well-developed organisational skills with a proven capacity to work as part of a team and on occasions, autonomously, determine priorities and deal with competing demands within limited timeframes
5. Demonstrated capacity to maintain a safe workplace that is free from harassment and discrimination, and values the diversity of the people involved in the workplace.

Essential Requirements (including Qualifications):

- Nil

Desirable Requirements:

- A Diploma or Advanced Diploma in Geographic Information Science or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider
 - A current drivers licence.
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WORKING ENVIRONMENT:

The TFS is part of the Department of Police & Emergency Management, an agency created under the State Service Act 2000, and operates on a largely independent basis. The Chief Officer of the TFS is required to uphold and promote the State Service Principles which can be found at www.osscc.tas.gov.au/cd/2-2001.pdf All State Service employees are required to behave in a way that is consistent with these principles.

The TFS has decided that it wants a safe workplace where members act with service, professionalism, integrity and consideration. The incumbent is expected to actively participate in developing and maintaining safe work practices. The incumbent is also required to behave in a manner consistent with the State Service Principles, Code of Conduct and TFS desired working environment. The following information outlines what the values mean to the TFS.

Service

We value:

- Serving the Tasmanian community
- Being responsive to community needs
- Being progressive and delivering quality services

Professionalism

We value:

- Dedication and pride in our organisation
 - Being skilled, efficient, committed and innovative
 - Using our collective capabilities to deliver an excellent service
 - Being accountable for our actions
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Integrity

We value:

- Being trustworthy and ethical
- Treating each other fairly and honestly
- Having the courage to do the right thing

Consideration

We value:

- Each other
- Working together to achieve our goals
- Treating each other with respect and understanding
- Being supportive, compassionate and helping each other.

The TFS is responsible for the protection of life, property and the environment from fire and other emergencies. To achieve this vision, the Service is structured with four divisions: Operations, Community Fire Safety, Corporate Services and Human Services. Community Fire Safety delivers a range of fire safety programs and services to the community, including education programs, industrial training, inspections for and advice about compliance with fire safety regulations, and the sale and servicing of fire protection equipment. Corporate Services provides support to TFS activities in the areas of finance, administration, library, information systems, appliance manufacture and servicing and communications. Human Services formulates human resources strategies and policies, and provides support and advice to the Chief Officer, Executive Leadership Team as well as TFS members. Operations delivers emergency response and community fire safety services to the community, as well as internal training to career and volunteer members and communications dispatch services. Operations has four career brigades with around 240 members, and over 230 volunteer brigades with around 4,500 members.

The Fuel Reduction Unit oversees the fuel reduction program, working in cooperation with the Parks and Wildlife Service, Forestry Tasmania, local councils and private land owners. The Spatial Information Officer is an integral member of the team providing mapping and spatial modelling support to the strategic fuel management and fire protection planning programs. The incumbent may be required to perform any other assigned duties at the classification level that are within the employee's competence and training.

The position is primarily located in **Launceston** in a smoke-free office environment. The working environment is largely office based, some intra-state and inter-state travel will be required. Working hours are 36.75 hours per week and flexitime arrangements are available. During the summer period the incumbent may be requested to provide support for bushfire Incident Management Teams.

For further information on the TFS please refer to the TFS Website: www.fire.tas.gov.au

APPROVED

DIRECTOR HUMAN SERVICES

August 2015