

## Statement of Duties

# Department of Premier and Cabinet

As at 11 July 2017

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|                                 |                                     |
|---------------------------------|-------------------------------------|
| <b>Position title:</b>          | Operations Assistant                |
| <b>Position number:</b>         | Various                             |
| <b>Award/Agreement:</b>         | Tasmanian State Service             |
| <b>Classification level:</b>    | General Stream - Band 1             |
| <b>Division/branch/section:</b> | Corporate and Governance/Silverdome |
| <b>Location:</b>                | Launceston                          |
| <b>Position status:</b>         | Casual/Fixed - Term                 |
| <b>Ordinary hours per week:</b> | 36.75                               |
| <b>Supervisor:</b>              | Business Manager                    |

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### Agency/Department values:

DPAC values underpin our culture and guide our decision making and behaviour. Our values are:

#### **Excellence**

We strive for excellence at all times.

#### **Customer-focused**

Our customers are at the centre of what we do and how we do it.

#### **Working together**

We support and respect one another and work with others to achieve results.

#### **Being professional**

We act with integrity and are accountable and transparent

For more information about DPAC visit [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)

## Statement of Duties: Operations Assistant

### **Division profile:**

The Silverdome is a large indoor arena used for sport and recreation and commercial events in Launceston Tasmania.

### **Position objective:**

To assist the public in their use of the Silverdome building and facilities and attend to the cleanliness, general maintenance and upkeep of the building.

### **Duties:**

#### Safety and Security

1. Ensure the safety and security of the buildings, its patrons and the general environment.
2. Ensure appropriate behaviour by patrons and monitor on-site security.
3. Supervise the use of the Silverdome and its equipment by sporting organisations and other user groups
4. Assist with opening and closing of the facility for hirers.

#### Cleaning and Maintenance

1. Attend to and maintain the cleanliness and upkeep of buildings, public areas, facilities and toilets.
2. Assist in the moving, installation or removal of equipment for major and minor events, including sport, exhibitions, conferences and live entertainment. This equipment includes the track seating, stage, barriers, floor-to-ceiling drapes, white false roof, white poles, netball and basketball courts, goals, scoreboards and cycling racks.
3. Undertake general maintenance works including:

#### Cleaning – floor scrubbing and buffing, toilet amenities

- Painting – general painting works throughout the building, including floor resurfacing
- Mechanical – general maintenance of mechanical sweepers and vacuum cleaners, trailers and minor servicing of generator
- Grounds – lawn mowing, car park grading, drain clearing, tree removal etc
- Welding works as required.

### **Level of responsibility:**

The Operations Assistant is responsible for the general supervision and security of patrons to the Silverdome and the general cleanliness of the building and its facilities as required.

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The occupant is responsible for complying with relevant occupational health and safety legislation and department policies and procedures as they relate to this position.

### **Reporting structure:**

General supervision of tasks will be provided by the Operations Officer with the Operations Manager providing overall technical and operational supervision.

### **Selection criteria:**

1. Demonstrated experience in security functions and requirements.
2. An Understanding of the principals of security in a public environment.
3. Basic knowledge of commercial cleaning practices and procedures and experience in the safe use of relevant cleaning equipment.
4. Experience in operating plant and equipment through relevant trade certificates of licences.
5. Well-developed interpersonal and communication skills and demonstrated ability to work proactively in a team environment.

### **Desirable requirements:**

One or more of the following:

- Forklift licence
- Chainsaw Operators Certificate
- Elevated Work Platform Certificate
- Workplace II Senior First Aid Certificate
- Rigging Certificate
- Certificate II in Security Operations
- Scaffolding Certificate
- Working with Children Certificate

### **Essential requirements:**

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Conviction check
  - Crimes of violence
  - Sex related offences
  - Serious drug offences
  - Crimes involving dishonesty

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### 2. Identification Check

#### **State Service Principles:**

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

#### **Code of Conduct:**

The State Service Code of Conduct (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

#### **Workplace diversity:**

The Department is committed to high standards of performance in respect to managing diversity.

#### **Workplace health and safety:**

The Department is committed to high standards of performance in respect to work health and safety and managing diversity.

All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

Smoking is not permitted in the workplace or government vehicles.

Staff are also responsible for adhering to the instructions within the security plan and are expected to be pro-active in identifying threats in their workplace, in particular challenging or reporting anyone who is not properly identified within their workplace. All staff are to be familiar with and participate in all evacuation drills.

#### **White Ribbon:**

The Department is committed to providing a healthy and safe working environment for all employees and has a zero tolerance for violence, including violence against women.