

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Executive Officer
Position Number	003289
Business Unit	Professional Standards
Branch / Section	Professional Standards Administration
Location	Hobart
Immediate Supervisor	Commander, Professional Standards
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Fixed Term, Full Time, Part Time
Classification	Band 4

Focus:

To provide high-level executive assistance and administrative support within the Professional Standards Command by assisting with projects and research, maintaining information systems and efficient workflow, preparing documents and correspondence.

Primary Duties:

- Provide professional and confidential administrative and business support to a broad range of stakeholders within the Professional Standards Command that includes managing the timely flow of correspondence, managing and referring internal and external enquiries into the office, completing transcription work when required, amongst other duties.
 - Assist in the planning and organising of resources, undertaking research and investigating/evaluating matters providing options and recommendations, and preparing background notes, briefing materials, and other information as required.
 - Interpret guidelines and processes to ensure that conformity occurs, and if necessary, provide alternative approaches to resolve operational problems.
-

- Prepare documents for a variety of audiences and purposes, including Ministerial Correspondence, briefs and reports, responses to routine correspondence, while always adhering to organisational guidelines and processes.
- Provide secretariat support at meetings, including preparation of papers, minute taking, action item reporting and follow up, and undertaking administrative and logistical work in support of projects.
- Assist with event management, efficiently managing conference and travel arrangements for staff. Organise itineraries, accommodation and conference registrations as required.
- Provide support through coordinating and organising appointments, briefings and meetings, effective email management and elevating issues for attention as appropriate.
- Any other executive assistance and administrative support duties across the Command as determined by business priorities.

Scope of Work

Responsible for ensuring the application of appropriate policies, standards and practices by providing high level executive assistance and administrative support in a complex, sensitive and highly confidential work environment.

Direction and Supervision

The position requires personal drive and integrity with general supervision and direction from the Commander, Professional Standards; Detective Inspector, Management Review; Detective Inspector, Internal Investigations; or District Administration Sergeant.

The incumbent is expected to exercise initiative, discretion, tact and judgement in the achievement of individual and Departmental outcomes. Individual tasks are expected to be undertaken with minimal supervision, with flexibility, innovation and initiative featuring in work performance.

Selection Criteria

1. Proven high level experience in, and understanding of, the provision of executive support in a senior management environment.
2. High level computer literacy across the Microsoft suite of applications, especially Word, PowerPoint and Excel, and adept at using email and document management applications.
3. High level organisational skills and ability to set priorities and manage variable workloads in an environment of competing priorities.

4. High level interpersonal communication and problem-solving skills particularly in handling sensitive matters in a confidential, diplomatic, and professional manner.
5. Demonstrated ability to prepare reports, briefs, and correspondence to a high standard.
6. Demonstrated commitment to a team environment and to work effectively and independently within that team.

Qualifications and Experience

Desirable

Knowledge and expertise consistent with qualifications recognised at Diploma and Advanced Diploma level or equivalent work experience is desirable.

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 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 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

Todd Crawford

Director People and Culture
Business and Executive Services

Date: 13/09/2021