

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Community Preparedness Officer
Position Number	003512
Business Unit	Community Fire Safety
Branch/Section	Community Development and Education
Location	Hobart
Immediate Supervisor	Community Development Coordinator
Award	Tasmanian State Service Award
Employment Conditions	Permanent full time
Classification	Band 5

Focus:

To build community capacity to prevent, prepare for and respond to bushfire and fire in the home.

Primary Duties:

- Plan and develop evidence-based community preparedness strategies for identified communities and risk groups. A focus of the role is to deliver Bushfire-Ready programs and initiatives in consultation with the Community Development Coordinator.
 - Develop and maintain strategic partnerships; consult and collaborate with internal and external stakeholders, from community and local networks.
 - Undertake targeted community engagement and capacity building activities with identified communities.
 - Collect, collate, analyse, and apply relevant quantitative and qualitative data.
 - Produce briefings, minutes, reports, and other documents related to community preparedness activities.
 - Participate in planning and evaluation activities related to bushfire and home fire safety programs and activities.
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Scope of Work:

Directly responsible to the Community Development Coordinator for:

- the development and delivery of effective community preparedness programs, with a focus on Bushfire-Ready and home fire safety programs and initiatives;
- the achievement of outcomes consistent with the organisation's goals;
- the effective management of allocated resources;
- Work collaboratively in a team environment to deliver outcomes.

Direction and Supervision

The Community Preparedness Officer works independently and takes advice and guidance from the Community Development Coordinator in relation to overall direction and priorities and other areas with which the incumbent is unfamiliar. Once priorities are determined, the incumbent is expected to exercise initiative in program delivery, seeking advice and guidance as necessary.

Selection Criteria

1. Proven capability in developing, delivering, and evaluating community development programs and/or projects.
2. Demonstrated analytical and research skills, including conducting research through community consultation.
3. High level interpersonal and oral communication skills, including the ability to develop partnerships and work collaboratively with diverse community groups, research organisations and government agencies.
4. High level written communication skills, including the ability to present information in a professional manner for a range of purposes and audiences.
5. Demonstrated understanding of contemporary issues in bushfire and home fire safety in Tasmania.
6. Demonstrated ability to work with minimal supervision and manage workloads, including the ability to successfully undertake projects and deliver outcomes within specific timeframes.
7. 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.

Qualifications and Experience

Essential requirement:

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.

Desirable

- A current Tasmanian drivers licence.
- Recognised qualifications and/or experience in community development, emergency management or other relevant fields.

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

Erin Baker
Director
PEOPLE AND CULTURE

Date: /7/2024