

Statement of Duties

Department of Premier and Cabinet

As at 19 March 2019

Position title:	Courier/Driver
Position number:	Generic
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream Band 1
Division/branch/section:	Corporate Support, Properties and Procurement
Full Time Equivalent (FTE):	
Location:	
Position status:	Fixed-Term and/or Casual Register
Ordinary hours per week:	
Supervisor:	Head Courier

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

Position objective:

The Courier/Driver is part of a team, which provides efficient and effective courier service in the delivery, collection and accurate sorting of government mail. The Courier/Driver also undertakes the basic maintenance, and associated records, of delivery vehicles.

Duties:

1. Collect mail from approved collection points either by vehicle or on foot.
2. Sort and deliver mail to approved delivery points.
3. Undertake daily safety and vehicle maintenance checks, perform regular cleaning and detailing of vehicles to ensure vehicles are maintained to a high standard of cleanliness and presentation at all times and report vehicle maintenance or safety issues to the Head Courier in a timely manner.

Level of responsibility:

Decisions made have an impact on the efficient and prompt delivery of mail to its correct destination and the reliability of delivery vehicles.

Adherence to pre-determined timetables is a feature of this position.

Reporting structure:

The position receives general direction and supervision from the Head Courier.

There is no direct supervision whilst occupant undertakes the collection and delivery of mail. The duties are undertaken in accordance with established routines and procedures.

Exercise some independent judgment and initiative in deciding how tasks are to be performed.

Selection criteria:

1. Good knowledge of the CBD, in which the position operates, particularly the location of government departments, or the ability to quickly acquire such knowledge.
2. Knowledge of mail delivery routes, government mail services or the ability to quickly acquire such knowledge.
3. Ability to acquire knowledge of the Australia Post System.
4. Ability to follow procedures and to complete tasks accurately within set deadlines.
5. Good communication and interpersonal skills with the ability to relate to a wide range of people.
6. Ability to check and sort mail in a timely and accurate manner.
7. Demonstrated ability to work either individually or as a team member.
8. Ability to undertake basic vehicle maintenance and associated records.

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9. High standard of ethical behaviour that is consistent with the Department's values and promotes a positive workplace culture.

Desirable requirements:

- Defensive driving or advanced driving certificate
- First Aid Certificate

Essential requirements:

- Holder of a full Tasmanian drivers licence with proof of currency to be provided on an annual basis.

State Service Principles:

Employees should familiarise themselves with the State Service Principles (view at 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 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 having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

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- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.

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.