

Statement of Duties

Department of Premier and Cabinet

As at August 2024

Position title:	Recovery Funding Coordinator
Position number:	002453, 003514
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream Band 6
Division/branch/section:	Resilience and Recovery Tasmania
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Employment status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Principal Policy Officer

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.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au

Division profile:

Statement of Duties: Recovery Funding Coordinator

The position is located within the Policy and Delivery Division, made up of the following areas: Policy and Intergovernmental Branch, Resilience and Recovery Tasmania, Office of Local Government and State Planning Office.

Policy and Intergovernmental Branch:

The Branch assists the Premier and Cabinet to reach a balance between the social, economic, financial and political aims of the Government through high quality policy support (including research, co-ordination, analysis and strategic advice) and development and implementation of strategic projects.

Resilience and Recovery Tasmania

Resilience and Recovery Tasmania supports a secure and resilient Tasmania aiding an all-hazards approach to emergency management including relief and recovery activities and facilitating Tasmania's active participation in national security arrangements.

The Branch comprises the Office of Security and Emergency Management, Recovery Tasmania and Emergency Management Projects.

Office of Local Government

This area is responsible for providing the Government with policy and advice on Local Government and supporting the statutory functions of the Director of Local Government.

State Planning Office

The State Planning Office provides resources and support for planning professionals, local councils and the general public.

All four branches deal with broad based, often complex and confidential information and issues that can be politically sensitive. They operate in time critical environments with significant pressures arising from tight deadlines and periods of high demand. Accurate assessment of the sensitivity of matters is crucial.

Position objective:

To work collaboratively with key stakeholders to develop, implement and maintain policies and processes for the administration within Tasmania of the national Disaster Recovery Funding Arrangements (DRFA) and the Tasmanian Relief and Recovery Arrangements (TRRA).

This includes the provision of specialist advice on the financial management of disaster recovery in Tasmania, including the collation and verification of financial transaction data and the preparation of high-level reports and information about recovery expenditure in accordance with relevant guidelines and requirements.

Statement of Duties: Recovery Funding Coordinator

The occupant of the position may be requested to work irregular hours or change their working location as part of the Government's response to, or recovery from, an emergency.

Duties:

1. Liaise, consult and negotiate with all tiers of government, private enterprise and community organisations in relation to the DRFA, TRRA and related policies and processes, including providing high level advice on eligibility.
2. Coordinate the collection of relevant data to support DRFA and TRRA reporting obligations including preparation and verification of whole of government financial reports and financial assistance claims.
3. Undertake analytical, research and administrative work to develop and support recovery funding policy and programs.
4. Prepare high-level correspondence, reports, briefing notes, plans, policies and other documentation as appropriate, including Ministerial and Cabinet documentation, in relation to recovery funding arrangements and other recovery issues as required.
5. Represent the Branch on state-based and national working groups and policy forums as required.
6. Support arrangements for response to and recovery from emergencies as required, including supporting the operation of the State Control Centre.
7. The incumbent 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.

Level of responsibility:

This position is responsible for providing authoritative advice about recovery funding issues and broader disaster recovery policy, with a significant focus on policies adopted by the Government and which may affect all agencies.

A high level of initiative, sound judgement and rigour is required. Day to day activities are undertaken with a significant degree of autonomy.

Decisions made are subject to broad direction by the supervisor.

This position may liaise, consult and negotiate at the senior manager level across all levels of Government and with community representatives.

The incumbent will champion a child safe culture that upholds the National Principles for *Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

Statement of Duties: Recovery Funding Coordinator

Reporting structure:

Broad direction on policy development and project planning will be established in consultation with the supervisor.

Significant correspondence, briefing papers and submissions are subject to review by more senior roles.

Selection criteria:

1. Demonstrated knowledge and experience in the preparation of financial reports and the operation and use of financial management systems.
2. Recognition and understanding of the political, social and organisational environment within which the Division operates, including an understanding of the short, medium and long term issues facing Tasmania.
3. Demonstrated high level interpersonal and oral communication skills, including an ability to liaise and negotiate effectively with a range of stakeholders and advise on complex matters to non-specialists.
4. Demonstrated high level research and analytical skills, including demonstrated capacity to think strategically, identify priority issues, develop achievable and practical solutions, and to manage issues consistently with Government strategies and objectives.
5. Well-developed written communication skills enabling the production of documents that are balanced, logical, accurate, persuasive and client focussed.
6. High standard of ethical behaviour that is consistent with the Department's values and promotes a positive workplace culture, including the ability to plan, manage and prioritise workload with limited supervision and operate effectively as a member of a team.

Desirable requirements:

Tertiary qualifications in a relevant discipline or research experience to a similar level. Capacity to obtain a national security clearance.

Essential requirements:

Nil.

State Service Principles and Code of Conduct

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.

Statement of Duties: Recovery Funding Coordinator

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working environment

DPAC 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. We recognise the unique skills and knowledge that Aboriginal employees bring to the workplace. We value and encourage the diversity of thought that our employees bring.

The Department of Premier and Cabinet is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people. The Department is committed to the safeguarding and protection of welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation.

We will employ the right people. We will embed a culture of self-reflection and continuous improvement. We will have the courage to change what needs to be changed. We will regularly review our policies and structures through a child and youth safety lens. Our people will be equipped with the skills to recognise and respond to signs of harm. We are growing a culture where everyone takes responsibility, shares information, and speaks up if something doesn't seem right. Together, we're creating a place where all children and young people are safe from harm.

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

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*.

Statement of Duties: Recovery Funding Coordinator

Within the remit of the role, actively participate in and contribute to the Work Health and Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

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:

- 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.