

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES



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Title	Senior Project Officer, Building Safety Review Project
Position Number	005321
Business Unit	Building Safety Review Project
Branch / Section	Community Fire Safety
Location	Hobart
Immediate Supervisor	Project Manager, Building Safety Review Project
Award	Tasmanian State Service Award
Employment Conditions	Fixed Term 24 months
Classification	Band 6

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### Focus:

The Senior Project Officer will assist the Project Manager to identify, analyse and design business process and system changes required to be implemented within Tasmania Fire Service as part of the Building Safety Review Project.

### Primary Duties:

- Provide high level project management and co-ordination support for the Building Safety Review Project to develop and deliver process and technology changes associated with the successful delivery of agreed deliverables.
- Coordinate and monitor the day-to-day project activities to ensure project deliverables and outputs are achieved in accordance with scope and timeframes.
- Lead research into current and emerging issues and ensure appropriate resolutions or strategies are developed in line with project objectives.
- Establish and maintain productive internal and external stakeholder relationships; motivate and gain cooperation; and represent TFS negotiate with authority in a range of forums in a consultative and facilitate role.

- Develop complex documentation, including preparation of project status reports briefing papers, in accordance with agreed standards of practice; and establish agreements, protocols and processes.
- 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.

### **Scope of Work:**

Responsible for assigned duties in the implementation of the Building Safety Review Project and assisting in the provision of accurate and comprehensive advice. Responsible for the successful coordination and conclusion of activities on time and within resources allocated.

### **Direction and Supervision:**

The occupant receives direction, guidance, and general advice from the Project Manager, Building Safety Review Project. The incumbent operates with considerable independence in determining priorities and priorities to ensure timely project deliverables.

### **Selection Criteria:**

1. Demonstrated high level strategic, conceptual, research and analytical skills, including the ability to identify and synthesise relevant policy issues and priorities, together with the ability exercise sound judgment.
2. Well-developed communication skills including the ability to communicate complex and sensitive information accurately and succinctly, both orally and in writing.
3. Demonstrated knowledge and understanding of project management processes and the principles of effective programme management, including planning and management of risk, allocation of resources, and timely delivery of outputs.
4. High level interpersonal skills including the demonstrated ability to build effective working relationships, work effectively in a team environment, and demonstrated ability to work with a wide range of people using consultation, negotiation, facilitation, and influencing skills.
5. Proven organisational abilities, which encompass the capacity to efficiently prioritise tasks, excel under pressure, operate effectively with minimal supervision, work either independently or within a small team, and consistently meet deadlines.

## 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 drivers licence
- Tertiary qualifications in a discipline relevant to business management and/or project management.
- Experience working in a project management environment

## 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 is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

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 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.

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Approved

**A GHUMAN**  
DIRECTOR PEOPLE AND CULTURE  
BUSINESS AND EXECUTIVE SERVICES

Date: September 2024