

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Executive Officer
Position Number	002051, 002703
Business Unit	Executive, Ministerial and Parliamentary Support
Branch / Section	Office of the Secretary/Commissioner
Location	South
Immediate Supervisor	Manager, Office of the Commissioner
Award	Tasmanian State Service Award
Employment Conditions	Full-time, Permanent
Classification	Band 4

Focus:

Provide high-level executive assistance and administrative support within the office of the Secretary/Commissioner(s). Maintain information systems and efficient workflow, prepare documents and correspondence, arrange meetings and conferences, including coordinating papers, organising venues, catering and making travel and accommodation arrangements. Assist with projects and research.

Primary Duties:

1. Provide professional and confidential administrative and business support to the Secretary/Commissioner, Deputy Secretary, Deputy Commissioner and Assistant Commissioners and their staff including managing the timely flow of correspondence, managing and referring internal and external enquiries into the office.
 2. Support the Office of the Secretary/Commissioner through effective diary management, coordinating and organising appointment briefings and meetings, effective email management, elevating issues for attention as appropriate.
 3. Document preparation for a variety of audiences and purposes, including Ministerial correspondence, briefs and reports, responses to routine
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correspondence, and adhering to organisational guidelines and processes.

4. Undertake research, coordinate the preparation of background notes, briefing materials and other information as required.
5. Provide secretariat support at meetings and committees including coordination of papers, minute taking and action item reporting and follow-up and undertake administrative and logistical work in support of projects.
6. Assist with event management, efficient management of conference and travel arrangements for staff. Organise itineraries, accommodation and conference registration as required.
7. Other administrative duties as required.

Scope of Work:

Responsible for ensuring the application of appropriate policies, standards and practices 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 Secretary/ Commissioner, Deputy Secretary, Deputy Commissioner, Assistant Commissioners; the Manager, Office of the Commissioner; Principal Executive Officer; and Staff Officers. Required to use initiative, tact and sound judgement to determine priorities and resolve issues.

Selection Criteria

1. Proven high level experience in, and understanding of, the provision of executive support in a senior management environment.
 1. High level computer literacy across the Microsoft suite; intermediate to advanced using Word, PowerPoint and Excel and adept at using email and document management applications.
 2. High level organisational skills and ability to set priorities and manage variable workloads in an environment of competing priorities.
 3. High level interpersonal communication and problem solving skills, particularly in handling sensitive matters in a confidential, diplomatic and professional manner.

4. Ability to prepare reports, briefs and correspondence to a high standard.
5. Demonstrated commitment to a team environment and to work effectively and independently within that team.

Qualifications and Experience

Knowledge and experience consistent with qualifications recognised at Certificate 3 and 4 or equivalent are desirable

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

Donna Adams
DEPUTY SECRETARY
BUSINESS AND EXECUTIVE SERVICES

Date: April 2018