

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Senior Project Officer (Governance & Administration)
Position Number	005334
Business Unit	Business and Executive Services
Branch / Section	Technology & Innovation / Strategy, Commercial & Projects
Location	Hobart
Immediate Supervisor	Legacy Radio Network Decommissioning Project Manager
Award	Tasmanian State Service Award
Employment Conditions	Fixed Term Full Time
Classification	Band 6

Focus:

The Legacy Radio Network Decommissioning Project is responsible for decommissioning and disposing, transferring ownership, or otherwise transitioning to new asset lifecycle management arrangements the infrastructure and equipment remaining from five legacy networks replaced by the Tasmanian Government Radio Network.

This role will support the PMO to ensure the effective governance and administration of the project delivery within a complex project environment. The Senior Project Officer will work closely with all parts of the project team and other stakeholders to ensure the agreed outcomes can be delivered in line with standard project management approaches within the timeframes of the project.

Primary Duties:

1. Provide high level project management and co-ordination support to the Legacy Radio Network Decommissioning Project team for successful delivery of project outcomes.
2. Carry out extensive research and prepare detailed correspondence, briefing notes, budget documents advice and recommendations in

relation to telecommunications, contractual or project issues in line with Government and departmental policies and processes.

3. Contribute to the collation and preparation of timely and relevant reports, briefings, presentations and information within set timeframes, and coordinate the review and approval of documents by designated authorities before publishing.
4. Support the establishment and management of professional services panel arrangements required to engage necessary project resources.
5. Work collaboratively with all areas of the Legacy Radio Network Decommissioning Project to ensure team members have the necessary tools, supplies and resources to complete their tasks on time and within budget.

Scope of Work:

The incumbent will be responsible for providing high quality governance, administrative and project secretariat support, assisting the Legacy Radio Network Decommissioning Project team in achieving project outcomes. The incumbent is required to work flexibly within the scope of duties at the classification band in need with project priorities and demands.

Direction and Supervision:

The incumbent is expected to work under general direction of senior staff with limited supervision and exercise initiative and discretion whilst operating within established guidelines and procedures. This role reports directly to the Legacy Radio Network Decommissioning Project Manager.

Selection Criteria:

1. Demonstrated experience in the planning, management, execution and prioritisation of project related tasks in a complex and dynamic environment using contemporary project management methodologies and processes.
2. Highly developed interpersonal, oral and written communication skills including the ability to establish and maintain effective communication and stakeholder networks and liaise with internal and external stakeholders, including the ability to produce quality documents and reports for a range of audiences.
3. Demonstrated ability to apply governance and records management frameworks ensuring departmental compliance and adherence to best practice.

4. Ability to manage multiple tasks and projects ensuring deadlines are met and compliance requirements are fulfilled.
5. Knowledge of Government policy and procedures with proven ability to monitor and track initiated processes through to completion ensuring compliance.
6. Demonstrated ability to show initiative and work as part of a team and collaborate with staff in other business units and across multi-stakeholder agencies.

Qualifications and Experience:

Highly desirable

- Relevant experience and qualifications.
- Current Drivers licence.

Essential Requirements:

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.

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.

A24/352179

Approved

A handwritten signature in black ink, appearing to read 'A Ghuman', with a stylized, cursive script.

A GHUMAN

MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: September 2024