

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Project Officer (Document and Information Management)
Position Number	005337
Business Unit	Business and Executive Services
Branch / Section	Technology & Innovation / Strategy, Commercial & Projects
Location	Hobart
Immediate Supervisor	Legacy Radio Network Decommissioning Project Management Office (PMO) Lead
Award	Tasmanian State Service Award
Employment Conditions	Fixed Term Full Time
Classification	Band 4

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 provide strong administrative support to the Legacy Radio Network Decommissioning team in the effective delivery of agreed deliverables to the state of Tasmania.

The Project Officer will work closely with the Project Team, providing high level administrative services, document and information management support.

Primary Duties:

- Provide high level administrative support to the project team, including the timely preparation of documentation including the drafting of minutes, briefings and other project correspondence.
- Coordinate procurement of resources for the project ensuring compliance with established policies and procedures within delegation.

- Manage records and ensure an efficient flow of information to and from the project office including maintaining effective filing systems and outgoing mail and electronic and hard copy filing systems.
- Organise and schedule meetings, conferences, functions, and related activities between multiple parties and arrange any associated travel, accommodation and itineraries as required.

Scope of Work:

The successful applicant will be responsible for providing project management and administrative support and assisting the Legacy Radio Network Decommissioning Project Manager, PMO Lead and 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 PMO Lead.

The incumbent is required to work flexibly within the scope of duties at the classification band in need with project priorities and demands.

Selection Criteria:

1. High level knowledge and experience in project management administration and practice, as well as demonstrated computer literacy, particularly in relation to the Microsoft Office suite.
2. Demonstrated ability to prepare reports, briefs and correspondence to a high standard, and assist with the development and evaluation of procedures and practices.
3. Well-developed organisational skills with an ability to flexibly manage competing priorities and variable workloads in a highly dynamic work environment.
4. Demonstrated ability to work either independently or as a member of a team and exercise initiative, judgement, discretion, and sensitivity in a workplace subject to work pressures and changes.
5. High level communication and problem-solving skills, particularly in handling sensitive matters in a confidential, diplomatic, and professional

manner.

Qualifications and Experience:

Highly desirable

- Relevant administration experience in a dynamic project environment.
- 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.

Approved



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MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: September 2024