

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Senior Executive Officer
Position Number	003566
Business Unit	Office of the Chief Officer
Branch / Section	Office of the Chief Officer
Location	Hobart
Immediate Supervisor	Principal Staff Officer
Award	Tasmanian State Service Award
Employment Conditions	Permanent
Classification	Band 6

Focus:

To provide high level advice and support to the State Fire Commission in particular in relation to business strategies, corporate planning and implementing strategies that contribute to the efficient and effective operation of the State Fire Commission. Provide support to the Chair, State Fire Commission to ensure a timely flow of business to and from the office.

Primary Duties:

- Provide high level management and executive support to the Chair of the State Fire Commission including the preparation of meeting papers, coordinating action items, dissemination of all associated confidential documentation and coordinating the outcomes of Commission meetings.
- Undertake research and prepare reports, submissions and ensure the timely preparation, accuracy and quality of major reports, briefings, budget documents, submissions and correspondence,
- Support and prepare for project meetings, workshops, business reference groups and other governance forums.

- Take overall responsibility for the monitoring, documentation and communication of appointment processes to both the State Fire Commission and the State Fire Management Council through Cabinet and the Executive Council.
- Develop, facilitate and manage effective internal and external stakeholder relationships that assist the State Fire Commission achieve its objectives.
- In consultation with the Chair, Prepare timely and appropriate reports on the activity and achievements of the State Fire Commission, including the development and coordination of the Commission's Annual Report.
- Represent SFC across a range of forums in a consultative and facilitative role involving high level, complex and sometimes sensitive negotiations encompassing a range of issues.

Scope of Work:

Responsible to Principal Staff Officer and the Chair of the State Fire Commission for:

- The provision of a professional and confidential executive support to the Chair of the State Fire Commission, Commission members and Tasmania Fire Service Executive.
- Ensuring that all work undertaken is thorough, well researched, accurate and timely.
- Developing effective networks and sound working relationships that are client focused and responsive, with a range of stakeholders.
- Committing and approving the payment for goods and services within the approved financial delegation.

Direction and Supervision:

The Senior Executive Officer works with a high degree of autonomy, receiving general guidance and direction from the Chair State Fire Commission and the Principal Staff Officer.

The occupant is required to exercise professional skill and judgement in conducting Commission business, including liaison with stakeholders.

The occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment.

Selection Criteria:

1. Significant experience and understanding of the provision of executive support in a Head of Agency and senior management environment.
2. Demonstrated written and verbal communication skills, with the ability to prepare media releases, briefing notes, speech notes and similar documents, and provide advice on issues management.
3. Demonstrated analytical, research and creative skills, including an ability to understand the political, social, cultural and organisational environment affecting the organisation.
4. Proven high level organisational skills, including the ability to set priorities, accurately complete work activities to deadlines, and manage variable workloads.
5. Well-developed 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.
6. Highly developed project and change management skills, and expertise in contemporary project managing principles and techniques including planning and management of risk, allocation of resources and timely delivery of outputs.

Qualifications and Experience:

Desirable Requirements:

- A current Tasmanian drivers license.
- Appropriate tertiary qualifications or similar experience.

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
Director, People and Culture
E Baker