

## Statement of Duties

# Department of Premier and Cabinet

As at April 2022

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<b>Position title:</b>	Recovery Funding Coordinator
<b>Position number:</b>	002453
<b>Award/Agreement:</b>	Tasmanian State Service
<b>Classification level:</b>	General Stream Band 6
<b>Division/branch/section:</b>	Office of Security and Emergency Management
<b>Full Time Equivalent (FTE):</b>	1.0
<b>Location:</b>	Hobart
<b>Employment status:</b>	Permanent
<b>Ordinary hours per week:</b>	36.75
<b>Supervisor:</b>	Principal Policy Officer

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### Agency/Department values:

DPAC values underpin our culture and guide our decision making and behaviour. Our values are:

#### **Excellence**

We strive for excellence at all times.

#### **Customer-focused**

Our customers are at the centre of what we do and how we do it.

#### **Working together**

We support and respect one another and work with others to achieve results.

#### **Being professional**

We act with integrity and are accountable and transparent

For more information about DPAC visit [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)

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### **Division profile:**

The Office of Security and Emergency Management sits within the Policy and Delivery portfolio within the Department. The Office reports to the Executive Director, Resilience and Recovery Tasmania and works closely with the COVID Recovery Branch and the broader recovery agenda.

The Office of Security and Emergency Management is responsible for providing policy advice on security and emergency management issues from a whole-of-government perspective.

The Office works in partnership with emergency services, local government, non-government organisations (NGOs) and the community.

The information dealt with is intrinsically broad based, varied and often complex and accurate assessment of the "political" sensitivity of matters arising is crucial.

The Division operates in a time critical environment with significant pressures arising from tight deadlines and periods of high demand.

The occupant of the position may be requested to work irregular hours or change their working location as part of the Government's response to, or recovery from, an emergency.

### **Position objective:**

To work collaboratively with key stakeholders to develop, implement and maintain policies and processes for the administration within Tasmania of the national Disaster Recovery Funding Arrangements (DRFA). This includes the provision of specialist advice on the financial management of disaster recovery in Tasmania, including the collation and verification of financial transaction data and the preparation of high level reports and information about recovery expenditure in accordance with relevant guidelines and requirements.

### **Duties:**

1. Liaise, consult and negotiate with all tiers of government, private enterprise and community organisations in relation to the DRFA and related policies and processes, including providing high level advice on eligibility.
2. Coordinate the collection of relevant data to support DRFA reporting obligations including preparation and verification of whole of government financial reports and financial assistance claims.
3. Undertake analytical, research and administrative work to support recovery funding policy and programs.
4. Prepare correspondence, reports, briefing notes, plans, policies and other documentation as appropriate, including Ministerial and Cabinet documentation, in relation to recovery funding arrangements and other security and emergency management issues as required.

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5. Represent the Office on state-based and national working groups and policy forums as required.
6. Support arrangements for response to and recovery from emergencies as required, including supporting the operation of the State Control Centre.
7. Undertake other duties as required to support the Office to carry out its role and functions.

### **Level of responsibility:**

Responsible for providing authoritative advice about recovery funding issues and broader security and emergency management policy, with a significant impact on policies adopted by the Government and which may affect all agencies.

Decisions made are subject to broad direction by the supervisor. A high level of initiative and sound judgement is required, and day to day activities are undertaken with a significant degree of autonomy.

Liaison, consultation and negotiation may be conducted at the senior manager level across all levels of Government and with community representatives.

### **Reporting structure:**

Broad direction on policy development, project planning and management will be established in consultation with the supervisor.

The position operates with a significant degree of autonomy in day to day activities. Significant correspondence, briefing papers and submissions are subject to review by more senior roles and/or Executive Director.

### **Selection criteria:**

1. Demonstrated knowledge and experience in the preparation of financial reports and the operation and use of financial management systems.
2. Sound knowledge and understanding of the political, social and organisational environment within which the Office operates, including understanding of emergency management principles and relevant state and national processes and governance arrangements.
3. Demonstrated high level interpersonal and written communication skills, including an ability to liaise and negotiate effectively with a range of stakeholders and advise on complex matters to non-specialists.
4. Demonstrated high level research and analytical skills, including demonstrated capacity to think strategically, identify priority issues and develop solutions, and to manage issues consistently with Government strategies and objectives.
5. High standard of ethical behaviour that is consistent with the Department's values and promotes a positive workplace culture, including the ability to plan, manage and

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prioritise workload with limited supervision and operate effectively as a member of a team.

### **Desirable requirements:**

Tertiary qualifications in a relevant discipline or research experience to a similar level.

Capacity to obtain a national security clearance.

### **Essential requirements:**

#### **COVID-19 Vaccination**

A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

#### **1. Medical contraindication**

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a. provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

OR

- b. have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

#### **2 Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.**

### **State Service Principles and Code of Conduct**

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

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The State Service Code of Conduct (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

### **Working Environment**

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work.

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

### **Workplace health and safety:**

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the Work Health and Safety Act 2012 and the Work Health and Safety Regulations 2012.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;

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- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.