

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Senior Executive and Project Officer
Position Number	005156
Business Unit	Business and Executive Services
Branch/Section	Office of the Chief Information and Technology Officer
Location	Hobart
Immediate Supervisor	Chief Information and Technology Officer
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full Time
Classification	Band 7

Focus:

To provide an efficient and effective executive support service to the Chief Information and Technology Officer in relation to a wide range of strategic technology, project, and corporate management issues within the Agency.

Provide high level support to the Chief Information and Technology Officer to ensure a timely flow of information including the provision of analysis, advice, and progression of technology and business reform projects on behalf of the Agency whilst also supporting complex vendor management and commercial arrangements.

Primary Duties:

- Undertake high-level executive support to the Chief Information and Technology Officer including whole of Agency, whole of Government and inter-jurisdictional technology, project, and corporate management issues.
- Prepare complex documents and ensure the timely preparation, accuracy and quality of major reports, briefings, budget documents, submissions, and correspondence on behalf of the Chief Information and Technology Officer.
- Undertake technology and business reform projects as directed, including the development of project documentation in liaison with Executives and Managers across the Department.

- Work with Technology and Innovation Executives and Managers, key stakeholders, service providers and business units to plan, deliver, implement, and report on strategic technology initiatives and outputs.
- Research, analyse and assess policies, guidelines, legislation, and contracts, and prepare detailed advice and recommendations in relation to ICT, resource management, project issues and/or policy determination.
- Support complex vendor management and commercial arrangements.
- Attend high-level meetings with, or on behalf of, the Chief Information and Technology Officer, providing executive support, as necessary.

Scope of Work:

Responsible for the efficient and effective operation of the office of the Chief Information and Technology Officer.

Provide authoritative advice and support to the portfolios areas under the auspice of the Chief Information and Technology Officer in relation to resource management, and/or policy determination.

Direction and Supervision:

Broad objectives and direction are established in consultation with the Chief Information and Technology Officer but, overall, is required to operate with a significant degree of independence of action and autonomy in day-to-day activities. In the absence of the Chief Information and Technology Officer, take initiative and commence action on their behalf.

Selection Criteria:

1. Highest level oral and written communication ability, together with negotiation and conflict resolution skills and an ability to represent the Department and identify mutually acceptable solutions in situations of competing priorities.
2. Well-developed strategic, conceptual, investigative, analytical and project management skills with the ability to exercise appropriate judgement and initiative.
3. Demonstrated self-motivation, flexibility, and ability to deal effectively with technical and organisational complexity, ambiguity and change.
4. Proven stakeholder and relationship management skills with the ability to prioritise and be flexible and adaptable to provide solutions which are responsive to business needs.
5. Ability to understand and achieve results within an environment involving political, social, industrial, and business sensitivities.

Qualifications and Experience:

Desirable:

Essential qualifications have not been prescribed, however, successful completion of relevant tertiary degree and/or significant experience will be viewed favourably.

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

A GHUMAN
MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: 01 July 2024