

Statement of Duties

Department of Premier and Cabinet

As at 22 October 2024

Position title:	Recovery Support Officer
Position number:	003336
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream - Band 5
Division/branch/section:	Resilience and Recovery Tasmania
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Employment status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Principal Policy Officer

Agency/Department values:

Department of Premier and Cabinet (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.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au

Group profile:

The position is located within the Governance and Risk Division, made up of the following areas: Resilience and Recovery Tasmania, Strategic Communications and Media, Risk and Work Health and Safety, Internal Audit, and Strategic Projects.

Resilience and Recovery Tasmania:

Resilience and Recovery Tasmania is responsible for the coordination of whole of government security, resilience and recovery for the benefit of all Tasmanian communities. The branch partners with local communities, all levels of government, business and non-government sectors to help build a more secure and resilient Tasmania and support communities affected by all emergency events and disasters.

The branch works in partnership with emergency services, local government, non-government organisations (NGOs) and the community to:

- manage the collaborative development of whole-of-government policy advice regarding recovery from emergency events;
- support emergency services during natural disasters;
- manage whole-of-government arrangements for recovery from emergencies; and
- contribute to national policy development and local implementation of national decisions on resilience, recovery and emergency management issues.

Position objective:

The position objective is to support the Recovery stream within Resilience and Recovery Tasmania. This will involve undertaking research and analysis, contributing to policy advice, preparing documents and reports, and providing project and administrative support. The position will also provide secretariat support to several committees and support the implementation of recovery programs, training and activities across the state.

Duties:

1. Provide administrative and project support to recovery program activities.
2. Participate actively as a team member in emergency management and recovery activities.
3. Research and analyse policy issues relevant to recovery, and contribute to the development of solutions, proposals and recommendations.
4. Work collaboratively to develop strong and effective working relationships with peers, staff and stakeholders in order to deliver a coordinated approach to resilience and recovery across Tasmania.
5. Prepare briefings, correspondence and reports for a range of audiences.
6. Provide secretariat support to committees and general high level administrative support when required.

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7. The incumbent 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 jobs at this classification level.

Level of responsibility:

Champion a child safe culture that upholds the National Principles for *Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

The position is required to work with sensitivity to the political and organisational context within which the Department operates, and exercise initiative and sound judgment in liaising with a range of State agencies, local government, community organisations and other stakeholders.

Broad direction is provided but there is limited supervision of individual tasks. The officer is responsible for establishing and meeting deadlines and shifting priorities, in consultation with the supervisor, and for seeking advice and direction when required.

Liaison, consultation and negotiation may be conducted inside and outside the agency, including with the Commonwealth and other state and territory governments.

The Branch operates in a time-critical environment with periods of high demand which may result in having to work to tight deadlines, work outside normal working hours and/or be on-call. The occupant of the position may be requested to work irregular hours, change their working location and / or be on an on-call roster as part of the Government's response to, and recovery from, disaster and emergency events.

Some intrastate travel will be required.

Reporting structure:

The Recovery Support Officer reports to the Principal Policy Officer and works collaboratively with Local Government, non-government organisations and other relevant government agencies within a framework of broad general direction and agreed objectives.

Selection criteria:

1. Demonstrated practical experience in project and program development and delivery in a relevant field, such as community development and liaison.
2. Proven research and analytical skills, including a demonstrated capacity to think strategically and provide recommendations.
3. Demonstrated capacity to plan, organise and manage variable workloads with limited supervision, both as an individual and as part of a team.
4. Sound liaison and oral communication skills, with an ability to negotiate effectively with a range of stakeholders and advise on complex matters to non-specialists.

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5. Well-developed written communication skills enabling the production of documents that are balanced, logical, accurate, persuasive and client-focused.
6. The ability to work effectively as a member of a high-achieving team and to contribute to a positive team and workplace culture.

Essential requirements:

Nil

Desirable Qualifications:

Appropriate tertiary qualifications or demonstration of equivalent level of skills are desirable.

A valid driver's licence.

A Negative Vetting Level 1 (NV1) Security clearance, or ability to attain one.

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at 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.

The State Service Code of Conduct (view at 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 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. We recognise the unique skills and knowledge that Aboriginal employees bring to the workplace. We value and encourage the diversity of thought that our employees bring.

The Department of Premier and Cabinet is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people. The Department is committed to the safeguarding and protection of welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation.

We will employ the right people. We will embed a culture of self-reflection and continuous improvement. We will have the courage to change what needs to be changed. We will regularly review our policies and structures through a child and youth safety lens. Our people will be equipped with the skills to recognise and

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respond to signs of harm. We are growing a culture where everyone takes responsibility, shares information, and speaks up if something doesn't seem right. Together, we're creating a place where all children and young people are safe from harm.

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.

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*.

Within the remit of the role, actively participate in and contribute to the Work Health and Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

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;
- 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.

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