

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Coordinator, Red Hot Tips
Position Number	004329
Business Unit	Community Fire Safety
Location	South
Immediate Supervisor	Manager, State Fire Management Council
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full time
Classification	Band 6

Focus:

The Red Hot Tips program educates, engages and supports farmers and rural landholders actively manage their bushfire risk; encouraging collaborative, practical vegetation fire management and ecological sustainability across the landscape.

The role of the Coordinator, Red Hot Tips is to implement and coordinate the state-wide Red Hot Tips Program. The role is responsible for managing a small team of Facilitators, planning and development of program strategies, coordination of resources and activities and the monitoring, evaluation and reporting of program outcomes.

Primary Duties:

- Coordinate, plan and develop Program strategies and activities for identified rural landholder groups with guidance from the Red Hot Tips Program Advisory Group
 - Provide executive support to the Program Advisory Group and manage the personnel, physical, financial and information resources of the Program.
 - In collaboration with relevant stakeholders, manage the development of program resources and strategies, including communication and marketing strategies, learning materials and online resources.
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- Develop and maintain effective stakeholder relationships between farmers, rural landholders, fire agencies and networks, which enable the collaborative and practical management of bushfire risk through the Program and support communication of these stakeholders during bushfire response.
- Facilitate targeted community engagement and capacity building activities with identified farmers, rural landholders and stakeholders; including the provision of advice on fuel reduction treatments, planning and techniques.
- Prepare documentation, collect, collate and analyse data to evaluate the Program outcomes, as required; including briefing notes, ministerial reports, activity reports, media releases, speeches, and general communication
- Provide leadership and guidance to Program Facilitators and using project management principles ensure a coordinated state-wide approach to all Program activities and projects.

Scope of Work:

Responsible to the Director, Community Fire Safety for:

- achieving the position objective in a manner consistent with the Tasmania Fire Service (TFS) values of service, professionalism, integrity and consideration;
- completion and direction of projects and programs;
- effective management of staff, works and allocated resources;
- ensuring all work is undertaken according to safe working practices;
- maintaining a safe and healthy working environment in accordance with the stated OH&S responsibilities for this position; and
- committing and approving the payment for goods and services within the approved financial delegation.

Direction and Supervision

Broad objectives and direction are established in consultation with the Director, Community Fire Safety, the Program Advisory Group and Executive Officer, State Fire Management Council, while operating with a significant degree of independence of action and autonomy in day-to-day activities.

Selection Criteria

1. Proven expertise in the development, delivery and evaluation of rural community engagement programs, including the ability to set priorities, accurately complete work activities to deadlines, and manage variable workloads.

2. Demonstrated knowledge and expertise in the principles of fire management, including planned burning, fire behaviour, risk assessment and bushfire mitigation methodologies.
3. Demonstrated analytical, research and creative skills, including an ability to understand the political, social, cultural and organisational environment affecting the organisation in relation to bushfire risk management.
4. 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.
5. High level 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.
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.
7. Demonstrated ability to effectively manage human, financial and physical resources on a day to day basis and provide a safe and healthy working environment.

Qualifications and Experience

Essential requirement:

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.

Desirable requirement:

- A current Tasmanian drivers licence.
- Qualifications and/or experience in an area relevant to the nature of the work being undertaken.

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 office and field based, and intra-state travel will 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

E BAKER
DIRECTOR PEOPLE AND CULTURE
BUSINESS AND EXECUTIVE SERVICES

Date: 4 May 2020