

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES



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Title	Executive Assistant
Position Number	003571
Business Unit	Operations
Branch / Section	Office of the Chief Officer
Location	Hobart
Immediate Supervisor	Manager, Office of the Chief Officer
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full Time
Classification	Band 4

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### Focus:

Provide high level executive, administrative, clerical, secretarial and reception support to the Chief Officer.

### Primary Duties:

- Provide a high level of administrative and executive support to the Chief Officer with particular focus on time management, document control and tracking and dissemination together with the management of the Executive Support Unit information needs and in accordance with the Tasmania Fire Service's (TFS) information management principles and practices.
  - Manage the flow of information within the Executive Services Unit, including the initiation and timely preparation of documents, some of a highly confidential nature such as Ministerial correspondence, submissions, briefs, reports, and human resources matters. Initiate referral of matters for comment or further action to appropriate members and ensuring timelines are met.
  - Provide a responsive, high level client service to all key stakeholders of the TFS. Develop an effective working relationship with staff.
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- Develop, maintain, and monitor effective communication including ensuring the timely flow of information to and from the offices of the Chief Officer and between internal and external clients as well as the maintenance of effective filing systems.
- Coordinate and provide secretariat support to the State Fire Commission including preparation of agendas, taking minutes, and disseminating all associated confidential documentation and coordinate the outcomes of meetings.
- Organise and schedule meetings and other appointments, including the arrangement of corporate functions, travel, accommodation, and itineraries as required. Attend meetings, prepare agenda, and take minutes during meetings.
- Undertake research, coordinate the preparation of background notes, briefing materials, and other information as required.
- Assist with finance and administrative duties as and when required including the reconciliation of credit cards statements for the Chief Officer.

### **Scope of Work:**

Directly responsible to the Manager, Office of the Chief Officer for:

- The completion of allocated tasks within agreed timeframes and the achievement of agreed outputs and outcomes.
- Ensuring all work is undertaken according to safe working practices.
- Committing and approving the payment for goods and services within the approved State Fire Commission financial delegation policy.

### **Direction and Supervision:**

The Executive Assistant receives direction and overall supervision and guidance is provided by the Manager, Office of the Chief Officer. Once tasks are assigned, issues to be considered discussed and outcomes agreed, the incumbent is expected to work independently using judgement and initiative to achieve the outcomes, including choosing work methods.

### **Selection Criteria:**

1. Proven high level experience in, and understanding of, the provision of executive support in a senior management environment.
2. Ability to exercise initiative, judgment, sensitivity, and discretion, including the ability to interpret and analyse information and recommend or

decide on appropriate action. Demonstrated commitment to a team environment and to work effectively and independently within that team.

3. High level interpersonal and written and verbal communication skills, with a proven ability to negotiate and liaise with a wide range of internal and external customers in a sensitive and highly confidential manner together with high level telephone and personal communication skills.
4. High level organisation skills as well as the ability to work without supervision in a senior management environment, to be adaptable and flexible and to prioritise work to meet deadlines.
5. High level computer skills with the proven ability to use a variety of software packages, in particular word processing, spreadsheets, and email packages efficiently and effectively.
6. Proven capacity to work effectively under pressure in undertaking a wide range of administrative duties, including high level ability to provide effective clerical support.

## **Qualifications and Experience:**

### **Desirable:**

- Knowledge of Microsoft Office applications.
- A current driver's licence.

## **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.

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Approved

**C MORRIS**

A/MANAGER, EMPLOYMENT AND ADVISORY SERVICES  
BUSINESS AND EXECUTIVE SERVICES

Date: 24 November 2023