

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Manager, TasFire Equipment
Position Number	005174
Business Unit	TasFire Equipment
Branch / Section	Community Fire Safety
Location	Hobart
Immediate Supervisor	Assistant Director, Community Fire Safety
Award	Tasmanian State Service Award
Employment Conditions	Full time, fixed term
Classification	Band 7

Focus:

Lead and manage the operations, service delivery and sustainable business-related functions of TasFire Equipment, and enhance fire safety in areas of market failure and at risk-industries. Set a benchmark for the fire protection industry by ensuring the work of TasFire Equipment is undertaken to a high level in accordance with relevant legislation and standards.

Primary Duties:

- Lead and manage TasFire Equipment commercial operations in a sustainable manner and in accordance with relevant legislation and competitive neutrality principles, including preparation of budgets and undertaking procurement of goods.
 - Ensure TasFire Equipment provides best practice fire protection equipment services as a benchmark for industry in accordance with relevant legislation and standards for clients to meet their legislative requirements, with a focus on enhancing fire safety for at-risk industries and areas of market failure.
 - Deliver cost effective internal services to the Tasmania Fire Service (TFS) including the statutory and operational maintenance of fire protection
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equipment on Tasmania Fire Service and State Emergency Service sites and appliances.

- Monitor and report on TasFire Equipment's performance in line with agreed performance indicators as set by the State Fire Commission, including the development of management reporting.
- Provide overall management, leadership, and direction to TasFire Equipment staff across the State to ensure the effective and efficient utilisation of human, physical and financial resources to achieve corporate objectives.
- Lead and implement projects and initiatives that enhance the sustainability of TasFire Equipment and elevate service delivery.
- Work collaboratively with stakeholders and other business units on fire safety-related initiatives and research.
- Develop and manage business relationships, including internal and external clients, broader industry relations, suppliers and represent TFS in forums as required.

Scope of Work:

Responsible to the Assistant Director, Community Fire Safety for the efficient and effective management of TasFire Equipment's commercial operations including budget, human and physical resource management and workplace health and safety. The incumbent is accountable for the performance and development of staff and the achievement of set corporate objectives.

Direction and Supervision:

Duties are undertaken with limited supervision with broad direction and guidance from the Assistant Director Community Fire Safety. Once broad direction is determined, the incumbent exercises sound judgement and works independently with guidance provided when encountering new or unusual factors. The development of new unit-level systems, policies and procedures and interpretation of legislation are key aspects of the position.

Selection Criteria:

1. Demonstrated ability to manage the business-related functions of a commercial enterprise, including budget and overall resource management.
2. High level leadership skills, including the ability to provide direction, motivate, determine objectives, and influence change.

3. Proven interpersonal skills including the ability to liaise, negotiate, influence, and develop and maintain relationships with a variety of stakeholders at all levels.
4. High-level written and oral communication skills with an ability to produce reports, presentations and materials that are accurate and concise.
5. Well-developed research, analytical, and planning skills, including the capacity to think strategically, identify priority issues for attention and develop acceptable solutions within the organisational environment.
6. An understanding of the legislative and regulatory environment relating to the fire protection industry.

Qualifications and Experience:

Desirable:

- Tertiary qualifications in business management or another relevant field.
- Sound understanding of legislation, codes and standards impacting on the fire protection industry.
- Driver's License (open/unrestricted).

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: 15 February 2024