

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



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| Title | Assistant Manager, Firearms Services |
| Position Number | 004540 |
| Business Unit | Operations Support |
| Branch / Section | Firearms Services |
| Location | South |
| Immediate Supervisor | Manager, Firearms Services |
| Award | Tasmanian State Service Award |
| Employment Conditions | Full-time/Part-time, Permanent/Fixed Term |
| Classification | Band 6 |

Focus:

As a delegate of the Commissioner of Police, assist the Manager of Firearms Services to lead a multi-disciplinary team to administer the *Firearms Act 1996* in accordance with departmental guidelines and within an agreed risk framework, ensuring consistency with the National Firearms Agreement and other policies. Participate in state and national policy development relevant to the management of firearms and weapons controls.

Primary Duties:

- Provide administrative support to the Manager of Firearms Services to ensure day to day activities of Firearms Services are in compliance with policy and legislation requirements and that services delivered to firearms licence holders and relevant stakeholders are delivered in a professional, efficient and effective manner.
- Support the Manager of Firearms Services to manage the human, financial and physical resources of Firearms Services and effectively contribute as a member of the Operations Support District Management Group.
- When required and on behalf of the Manager, act as a delegate of the Commissioner of Police to meet all requirements of that Office articulated in the *Firearms Act 1996* and Regulations.

- When required and on behalf of the Manager, provide high level and authoritative advice and guidance to the staff of Firearms Services, members of the public, police officers, Commissioner of Police and other senior officers on law, policy and operational issues associated with the *Firearms Act 1996* and other relevant legislation.
- Under the supervision/direction of the Manager, represent the Department of Police, Fire and Emergency Management at national and inter-agency forums as requested but particularly in relation to firearms and weapons controls.
- Where required prepare high level and complex reports, plans, briefings and correspondence as required by the Commander Operations Support and Office of the Commissioner.
- Under the direction of the Manager of Firearms Services, undertake project management tasks including stakeholder consultation, project planning and project delivery.

Scope of Work:

The Assistant Manager reports to the Manager of Firearms Services and provides high level administrative support to assist with the daily management of Firearms Services. The Assistant Manager is expected to exercise initiative, judgement and effective communication when setting work priorities to effectively achieve tasks within agreed timeframes.

The Assistant Manager will be expected to operate with a significant degree of autonomy and independence in day-to-day operations. Regular liaison with other business areas of the Department, other Government agencies, external organisations and industry bodies and the general public, under direction from the Manager, will be required.

The occupant must be flexible in the scope and range of activities performed to ensure that Firearms Services achieves its objectives. This is key to the delivery of quality and strategically focussed policy and project initiatives that support performance and improvement for Firearms Services. The Assistant Manager will be undertaking Acting Manager duties in their absence.

Direction and Supervision

The incumbent is expected to undertake most duties independently while under general supervision by the Manager of Firearms Services. The incumbent is expected to act under general supervision from the Manager of Firearms Services with considerable initiative and sound judgement.

Selection Criteria

1. Well-developed administrative skills and thorough understanding of the work undertaken by Firearms Services (including the interplay between legislation, information systems and related service delivery mechanisms) or the ability to quickly acquire such skills and that understanding.
2. Ability to provide advice on a broad range of policy, legislation, project management and business processes.
3. Well-developed oral and written communication skills with a demonstrated capacity to prepare high-level documentation and a demonstrated capacity to represent the Department internally and externally.
4. Highly effective interpersonal and people management skills, including the proven ability to negotiate, mentor and resolve conflict; and to model organisational behaviours, values and ethics.
5. Demonstrated capacity for self-management in an environment of competing priorities, where duties have a direct impact on community safety.
6. Proven ability to quickly comprehend new policy and regulatory issues, including awareness of firearms related legislation and policy issues as they affect Government and the community, or the ability to quickly acquire such knowledge.

Qualifications and Experience

Tertiary or industry recognised qualifications and/or professional affiliations in a relevant discipline are desirable as is experience in undertaking roles of a similar nature, policy development and project management tasks.

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 does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra and interstate 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

ERIN BAKER
DIRECTOR PEOPLE AND CULTURE
BUSINESS AND EXECUTIVE SERVICES

Date: