

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Consultant
Position Number	Various
Business Unit	Building Safety Unit
Branch / Section	Community Fire Safety Division
Location	Hobart, Burnie/Devonport and Launceston
Immediate Supervisor	Manager Building Safety Unit
Award	Tasmanian Firefighting Industry Employees Award
Employment Conditions	Permanent, Full Time
Classification	Community Fire Safety Officer 3

Focus:

Improve fire safety within the built environment by reporting and advising on the adequacy of fire protection measures in accordance with legislation, codes, standards and risk management principles.

Primary Duties:

- Consult with and provide advice to a wide range of stakeholders to improve fire safety in the built environment.
 - Assess buildings and property, and report to stakeholders on legislative requirements and industry benchmarks, advising on building plans, development proposals, evacuation plans and specifications. When undertaking this work, the incumbent is required to:
 - Assess and report to clients on the suitability, location and use of fixed fire detection and fire suppression systems, portable firefighting equipment and any other fire safety measures;
 - Undertake inspections to determine the degree to which building owners and occupiers are complying with the maintenance and access requirements for installed fire protection equipment; and
 - Undertake risk assessments and report on findings.
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- Assess and report on a building's performance in relation to any fire safety measures following a fire.
- Keep relevant fire safety records about building history and other related matters.
- Contribute to the development of strategies to enhance fire safety in the built environment, consistent with Tasmania Fire Service (TFS) goals.
- Represent the TFS on committees and panels as relevant to the role of the Building Safety Unit.
- Participate in emergency response as required in roles relevant to the skills and experience of the individual.

Scope of Work:

The Building Safety Unit is responsible for the delivery of the statutory responsibilities on behalf of the Chief Officer relating to fire safety in the built environment.

This position is responsible to the Manager, Building Safety Unit for:

- Achieving the position objective in a manner consistent with TFS values.
- Efficient and effective completion of assigned work and projects.
- Effective supervision and management of staff, works and allocated resources.
- Ensuring all work is undertaken in accordance with safe work practices and organisational procedures.

Direction and Supervision:

The occupant operates with considerable autonomy in determining priorities under the broad direction from the Manager Building Safety Unit. There is minimal supervision of individual tasks, but guidance and direction are provided in complex situations.

The incumbent is expected to have considerable independence in defining work priorities with limited direction and undertake specific activities of the Building Safety Unit.

Selection Criteria:

1. Demonstrated understanding of contemporary operational fire safety issues, together with an ability to determine and evaluate fire safety measures in the built environment.

2. Demonstrated understanding of legislation, codes and standards related to fire safety and their application in regulatory processes for the built environment.
3. Highly developed report writing and computer skills, knowledge and experience.
4. Demonstrated ability to lead and manage small teams, be an effective team member, negotiate with stakeholders and solve conflict in a complex regulatory environment.
5. Highly developed research, conceptual and analytical skills and a demonstrated capacity to use initiative, judgement and creativity in line with TFS values.
6. Ability to gain skills, knowledge, experience to participate in emergency incidents in the built environment.

Qualifications and Experience:

Desirable:

- A current car drivers' licence.
- Tertiary qualifications and experience in fire engineering, building surveying, building inspection or similar field.
- Experience working in the regulatory compliance environment.

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

C MORRIS

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

Date: 25 October 2023