

# Program Manager (Emergency Planning)

STATEMENT OF DUTIES

AUGUST 2023

Number	Generic
Portfolio	Business Operations and Support
Branch	Organisational Safety
Section/Unit/School	Security and Emergency Management
Supervisor	Manager, Security and Emergency Management
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 7
Employment Conditions	Permanent, Full-time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. May involve intrastate travel and occasionally, interstate travel. Staff employed in this position may be required to be available to work outside normal hours to meet specific needs or deadlines
Location	Statewide

## Primary Purpose

To provide strategic support and advice for departmental emergency management and business continuity planning to enhance the security and emergency management system and organisational capabilities.

## Level of Responsibility/Direction and Supervision

The occupant is responsible for providing high level authoritative advice and administrative support to senior officers and keeping abreast of developments and state and national priorities related to security, emergency management and incident management.

Responsible for the effective and efficient co-ordination and implementation of programs and projects, and for deputising for the Manager from time to time, in emergency and non-emergency periods.

The occupant operates with significant independence in day-to-day activities receiving broad direction from the supervisor and is expected to demonstrate considerable judgment and initiative in the context of a small team environment.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

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1. Maintain, develop and advise on the Department's emergency planning system, including agency level business continuity planning, in line with relevant legislation and policy frameworks.
2. Manage and deliver agency-level emergency and continuity planning projects and initiatives to improve capabilities at site, region and state levels including site-level planning, drills, workshops and exercises, response and recovery arrangements, and business continuity planning.
3. Provide specialised advice and training to Department staff, business areas, and committees to promote awareness and understanding of emergency planning arrangements, systems, and management obligations.
4. Coordinate implementation of, and reporting about, the Department's emergency planning system including business continuity planning, and review specified emergency incidents.
5. Represent the department at relevant security and emergency management forums (internal and external) including regional, state and national levels in emergency and non-emergency situations.
6. The incumbent 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.

7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Demonstrated high level knowledge of contemporary emergency management and/or business continuity planning, principles, responsibilities and practices; or the demonstrated ability to rapidly acquire and apply this knowledge.
2. Proven high level strategic, conceptual, analytical and creative skills, including the ability to identify and synthesise relevant issues to provide specialised advice and recommendations for a variety of operational environments.
3. Demonstrated high level program coordination and/or project management skills applied simultaneously to multiple initiatives as part of a small team in a client-focused environment.
4. Proven experience in developing a variety of high-quality documents for a range of stakeholders in plain English.
5. Demonstrated high level communication skills including presenting to small and large groups, stakeholder engagement, negotiation, conflict resolution, emergency liaison and/or Departmental representation, and change management skills with a range of internal and external stakeholders.
6. Demonstrated high level of flexibility, initiative and ethical behaviours, together with personal resilience to promote a positive workplace culture in order to achieve results in small teams and/or in environments of pressure, ambiguity and change.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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**Essential**

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

**Desirable**

- Relevant tertiary qualification or related course work e.g. Cert IV/Diploma from the Public Safety Training package
- Current, unrestricted driver licence

## Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has 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.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY PSS DELEGATE:** 973874 – Assistant Director Strategic Recruitment and Payroll  
Operations – August 2023  
Request: 7013050

Date Duties and Selection Criteria Last Reviewed: 08/23 VRH

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