

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Support Officer - Doctrine
Position Number	005325
Business Unit	Doctrine
Branch / Section	Training Services
Location	Cambridge
Immediate Supervisor	Manager Doctrine
Award	Tasmanian State Service Award
Employment Conditions	Permanent, full time
Classification	Band 4

Focus:

Provide high level administrative services and support the development of doctrine documentation, to contribute to the delivery of an efficient and effective service.

Primary Duties:

- Provide high level administrative support to activities associated with the management of doctrine, including but not limited to; stakeholder consultation and engagement, data verification, data entry, development of procedures, reporting, continuous improvement and quality assurance activities to achieve outcomes.
- Undertake research and assist in identifying appropriate resources, including the coordination of doctrine development, and providing recommendations as required.
- Support Sponsors, Subject Matter Experts and/or working groups in the development and implementation doctrine documentation.
- Utilise project management skills to monitor doctrine progress, record major decisions, and provide recommendations to organisational leadership as required.
- Apply quality assurance and control on doctrine documentation, maintaining high standards of accuracy and consistency.

Scope of Work:

The Doctrine Support Officer's scope of work includes delivering high-level administrative services to support the development of doctrine documentation. This role ensures the application of high standards to maintain the integrity and trust of the documentation while assisting in various activities related to its management and development.

Direction and Supervision

The incumbent is required to work with general supervision and direction from the Manager Doctrine, in relation to priorities and any established procedures and practices.

Selection Criteria

1. Proven skills, and experience in, high level administration, including the ability to use Microsoft Products; and computer-based administrative systems, records management and database applications.
2. Well-developed interpersonal, and written communication skills, including the ability to assemble information in a professional manner for a range of purposes and audiences.
3. Strong organisation and time-management skills, together with a demonstrated ability to work with minimal supervision to deliver outcomes within specific timeframes.
4. Demonstrated research skills, self-motivation, initiative and ability to work as part of a team in an environment subject to change, work pressures and deadlines.
5. Ability to exercise initiative, judgment, and discretion, including the ability to interpret and analyse information and recommend an appropriate action.

Qualifications and Experience

Desirable Requirements:

- Certificate IV in Business, administration or equivalent qualification or progress towards attaining this qualification
- A current Driver's Licence
- Qualifications and/or experience in an emergency management setting or other transferrable experience.

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: August 2024