

Statement of Duties

Department of Premier and Cabinet

As at June 2024

Position title:	Regional Recovery Officer
Position number:	003329
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream - Band 6
Division/branch/section:	Resilience and Recovery Tasmania
Full Time Equivalent (FTE):	1.0
Location:	Launceston, North (negotiable)
Employment status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Regional Recovery Coordinator

Agency/Department values:

Department of Premier and Cabinet (DPAC) values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au

Division profile:

Resilience and Recovery Tasmania (RRT) coordinates Tasmania's security, resilience and recovery for the benefit of all Tasmanian communities. RRT is a recently established unit which brings together the COVID-19 Recovery Branch and the Office of Security and Emergency Management and sits within the Policy and Delivery portfolio in the Department.

Recovery Tasmania coordinates recovery policy and interagency activity in response to all hazards.

The Unit reports on a day-to-day basis to the Executive Director, Resilience and Recovery Tasmania and may also report directly to the State Recovery Advisor (currently Executive Director, RRT) in specific circumstances.

The Unit works in partnership with the emergency services, State government agencies, local government, non-government organisations (NGOs) and the community to coordinate recovery from all hazards.

Information dealt with by the Unit is often sensitive and confidential, and needs to be handled with care and in accordance with relevant protocols. Accurate assessment of the sensitivity of matters is crucial.

The Unit operates in a time-critical environment with periods of high demand which may result in having to work to tight deadlines, work outside normal working hours, and/or be on-call. The occupant of the position may be requested to work irregular hours or change their working location as part of the Government's response to, and recovery from, disaster and emergency events.

Regular intrastate travel will be required and some interstate travel may be required.

Position objective:

As a member of the Recovery Tasmania team, the position objective is to work with state government agencies, local government, non-government organisations, the community and other relevant stakeholders to identify, develop and deliver recovery programs and activities.

Duties:

1. Facilitate consultation with relevant stakeholders to identify and design appropriate and effective community recovery programs relevant to local communities.
2. Undertake project work and program activities relating to community recovery.
3. Participate actively as a team member in emergency management and recovery activities.
4. Work collaboratively to develop strong and effective working relationships with peers, staff and stakeholders in order to deliver a coordinated approach to resilience and recovery across Tasmania.
5. Prepare briefings, correspondence and reports for a range of audiences.

Statement of Duties: Regional Recovery Officer

6. Represent the Division / Department on a range of relevant forums, including committees and working groups.
7. 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 jobs at this classification level.

Level of responsibility:

Under broad direction from the Assistant Director, Recovery and the Regional Recovery Coordinator, the Regional Recovery Officer is responsible for the efficient and effective delivery of the position objectives and for the contribution to the overall achievement of the Unit.

Reporting structure:

The Regional Recovery Officer reports to the Regional Recovery Coordinator and works collaboratively with Local Government, non-government organisations and other relevant government agencies within a framework of broad general direction and agreed objectives.

Selection criteria:

1. Demonstrated practical experience in project and program development and delivery in a relevant field, such as community development and liaison.
2. Recognition and understanding of the political, social and organisational environment within which the Division operates,
3. Understanding of the principles and practice of community focused recovery and an understanding of emergency management principles and relevant state and national processes and governance arrangements.
4. Demonstrated capacity to identify, prioritise and coordinate a variety of tasks simultaneously with limited supervision, both as an individual and as part of a team, and demonstrated experience doing so under pressure and in a highly dynamic work environment.
5. Demonstrated liaison, consultation and negotiating skills including an ability to create effective networks, resolve problems collaboratively, influence decisions, and persuade others to adopt a particular course of action.
6. High level research, and analytical skills, including a demonstrated capacity to think strategically, identify priority issues for attention and develop achievable and practical solutions for Government.
7. High standard of ethical behaviour that is consistent with the Department's values and promotes a positive workplace culture.

Essential requirements:

Registration to work with vulnerable people, or ability to attain.

Desirable Qualifications:

Appropriate tertiary qualifications or demonstration of equivalent level of skills are desirable.

A valid driver's licence.

A Negative Vetting Level 1 (NV1) Security clearance, or ability to attain one.

State Service Principles and Code of Conduct:

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service

Work environment:

DPAC is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. We recognise the unique skills and knowledge that Aboriginal employees bring to the workplace. We value and encourage the diversity of thought that our employees bring.

We are committed to putting the rights and wellbeing of children and young people at the centre of what we do. We will employ the right people. We will embed a culture of self-reflection and continuous improvement. We will have the courage to change what needs to be changed. We will regularly review our policies and structures through a child and youth safety lens. Our people will be equipped with the skills to recognise and respond to signs of harm. We are growing a culture where everyone takes responsibility, shares information, and speaks up if something doesn't seem right. Together, we're creating a place where all children and young people are safe from harm.

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

Statement of Duties: Regional Recovery Officer

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.