

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Emergency Preparedness Peer Leader
Position Number	005315(Northwest); 005316(South); 005317(North)
Business Unit	State Emergency Service/ Tasmania Fire service
Branch / Section	Storm and Flood Ready Program/ Bushfire Ready Neighbourhoods Program
Location	Hobart, Launceston, Burnie
Immediate Supervisor	Emergency Preparedness Facilitator
Award	Tasmanian State Service Award
Employment Conditions	Fixed Term; Casual
Classification	Band 4

Focus:

An Emergency Preparedness Peer Leader supports people with disability living and working in flood and bushfire prone areas prepare for natural disasters.

Primary Duties:

- Responsible for developing and maintaining up to date knowledge of Emergency Preparedness for community members, and their safety and wellbeing.
- Demonstrates an awareness and understanding of contemporary issues experienced by people with disability and communicates clearly to engage with a diverse range of people within the Tasmanian Community.
- Support individuals and small groups with disability to develop their own emergency preparedness.
- Plan and deliver Person-Centred Emergency Preparedness activities for people with disability in flood and bushfire prone areas with the support of an Emergency Preparedness facilitator.

- Listens, consults and communicates proactively to learn about a persons' individual specific support needs in emergency situations, and discuss problem solving strategies.
- Can advise emergency services on issues faced by people with disability in emergencies.
- Support the delivery of State Emergency Services (SES) flood and storm, and Tasmania Fire Service (TFS) bushfire community engagement activities with a focus on the needs of people with disability.

Scope of Work:

- Provide emergency preparedness advice in line with the Person-Centred Emergency Preparedness and SES/ TFS community information.

Direction and Supervision:

The position will work under the direction and supervision of the Emergency Preparedness Facilitator. Support will be provided by managers and staff within the broader SES and TFS community engagement teams.

The peer support leader is expected to exercise initiative and judgement, be self-motivated, and work within TFS and SES guidelines and Standard Operational Procedures (SOPs).

Selection Criteria:

Selection criteria	What you need to show you have done or can do for this role
1. Successful completion of the online Person-Centred Emergency Planning (P-CEP) facilitation course.	You have finished the online Person-Centred Emergency Planning (P-CEP) facilitation course. This includes the project assignment at the end of the course.
2. Demonstrated experience in facilitating groups with a diverse range of people, including the ability to creatively tailor group activities to engage and meet the needs of participants. Adapt communication style to meet the needs of others, shows respect and sensitivity towards diversity, and relates well to people at all levels.	You can work well and communicate with many different types of people. You can support small groups of people or individuals to plan for emergencies.

<p>3. Demonstrated knowledge of, or the ability to quickly acquire, contemporary evidence-based information about emergency hazards, especially floods and bushfires, in line with advice provided by the SES and TFS.</p>	<p>You can tell people about how to prepare for emergencies. This information has to fit with what SES and TFS advises.</p>
<p>4. Demonstrated knowledge and understanding of functional limitations of various types of disability, and lived experiences of people with disability.</p>	<p>You understand what it is like to live with a disability.</p>
<p>5. Demonstrated ability to work in a highly collaborative team environment, use sound judgement, establish professional relationships that gains agreement and commitment from others by engaging and gaining respect.</p>	<p>You work well with others, and respect peoples' differences.</p>
<p>6. Demonstrated self-management skills including the ability to plan, organise and prioritise work, and the demonstrated capacity to perform in a work environment subject to time pressures.</p>	<p>You can work on your own and get things done (in a supported environment).</p> <p>You are reliable and can turn up to meetings and other events when you say you will.</p> <p>You can finish work in a timely manner.</p> <p>You understand that others working in TFS and SES may not always have the time to support you, especially when there are bushfires or other emergencies.</p>
<p>7. Ability to maintain a safe workplace that is free from harassment and discrimination and values the diversity of the people involved in the workplace.</p>	<p>You know how to make sure your workplace is a safe place for everybody.</p>

Qualifications and Experience:

People with disability are encouraged to apply.

Desirable:

- Knowledge and understanding of the lived experiences of people with disability.
- Disability sector related qualifications and experience.
- Experience in delivering activities relating to community development, community resilience, and/or emergency management.

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.

Registration to Work with Vulnerable People

The Registration to Work with Vulnerable People Act 2013 requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014.

This position requires a current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment).

This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.

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
PEOPLE AND CULTURE

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