

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Statewide First Aid Training Coordinator
Position Number	005347
Business Unit	Training and Education
Branch / Section	Training Delivery Statewide
Location	Various
Immediate Supervisor	Assistant Director, Training Delivery
Award	Tasmania State Service Award
Employment Conditions	Fixed-Term, Full Time
Classification	Tasmanian State Service Award – Band 5

Focus:

Coordinate personnel and physical resources in line with organisational policy and strategy to effectively deliver operational and fire safety-related training, safety, and education programs for TFS personnel.

Primary Duties:

- Provide statewide coordination of first aid training capability for TFS personnel.
- Provide specialist advice on the first aid capability for TFS personnel, including training requirements, equipment recommendations, doctrine, future capability recommendations, etc.
- Manage third party relationships with contracted first aid training providers, including financial and contract management, contract compliance and procurement processes.
- Provide a central coordination for the scheduling and facilitation of courses for TFS personnel, including the development of procedures and processes to support the delivery of first aid training.

- Liaise with regional and district staff to manage first aid capability requirements, including monitoring enrolments and prerequisites, attendance, scaling courses to meet demand, etc.
- Guide and support TFS in any future changes to first aid capability and response requirements.
- Manage the procurement process for a new training provider.
- Represent TFS on committees, working groups and other forums if required.

Scope of Work:

Responsible for efficiently managing personnel and physical resources in alignment with organisational policy and strategy. The primary focus is on ensuring the effective delivery of first aid capability for TFS personnel. Key responsibilities include:

- Overseeing the First Aid capability requirements for TFS operational personnel.
- Providing specialist advice on the first aid requirements for TFS operational personnel.
- Managing third party relationships and engaging with internal and external stakeholder to meet the first aid capability requirements.

The incumbent will promote workplace health, safety, and equity and contribute to the Service's operational readiness.

Direction and Supervision:

Limited direction and supervision are received. The incumbent is expected to uphold TFS values, exercise initiative, be self-motivated, and be required to apply and operate within TFS policies, operational doctrine and guidelines determined by the employee's supervisor.

Directly responsible to the Assistant Director, Training Delivery for:

- Achievement of outcomes aligned with the organisation's policies and TFS strategies
- The effective management of allocated resources
- Ensuring all work is undertaken according to safe working practices
- We are maintaining a safe and healthy working environment following the stated WH&S responsibilities for this position.

Selection Criteria:

1. A demonstrated understanding of the capability, development and learning needs in the TFS and the ability to coordinate and evaluate training outcomes and initiate improvements.
2. Demonstrate commitment to achieving the organisational goals of the TFS in line with TFS values.
3. Ability to effectively manage internal and external relationships, with demonstrated communication, conflict resolution and negotiation skills together with an ability to provide leadership in a team environment.
4. Ability to coordinate physical resources and provide a safe and healthy working environment.
5. High level organisational skills and the ability to be adaptable and flexible, manage variable workloads and prioritise work to meet deadlines.
6. The ability to work independently and as a member of a team, exercise initiative, judgement, discretion, and sensitivity in the workplace.

Qualifications and Experience:

Desirable:

- Working with children and vulnerable people registration
- Current First Aid certificate
- Relevant experience in an Emergency Management context or managing capability requirements for an organisation
- Drivers licence.

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.
