

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Spatial Information Officer
Position Number	003955
Business Unit	Bushfire Risk Unit
Branch / Section	Community Fire Safety
Location	North, North West
Immediate Supervisor	Senior Spatial Information Officer
Award	Tasmanian State Service Award
Employment Conditions	Permanent, full time
Classification	Band 4

Focus:

The Bushfire Risk Unit is responsible for formulating and delivering strategic risk mitigation strategies at a whole-of-state level. The role of the Spatial Information Officer is to provide GIS and desktop mapping in support of the Bushfire Risk Unit. Investigate, coordinate, develop, implement and refine operational systems and procedures for data acquisition, data integration, data maintenance and operational response.

Primary Duties:

- Undertake a broad range of technical tasks associated with the acquisition, integration, maintenance and delivery of spatial data using GIS and data management applications.
- Apply specialised skills in undertaking GIS analysis, desktop mapping and associated tasks.
- Develop and maintain GIS documentation, records and procedures.
- Provide training and troubleshooting support in relation to relevant GIS activities.
- Keep up to date in relation to GIS and bushfire management, including system developments, enhancements and adapting to a changing environment.

- Maintain effective communication with internal and external clients to ensure a common approach to the use of spatial information in support of prevention, preparedness, response and recovery activities for bushfire management.
- Initiate, plan and manage minor projects using project management methodologies and processes.
- Actively participate in developing and maintaining safe work practices and conditions.
- Participate in an on call roster to maintain systems after normal hours when required.

Scope of Work:

Responsible to the Risk Assessment Coordinator, Bushfire Risk Unit for:

- achieving the position objective in a manner consistent with the Tasmania Fire Service (TFS) values of service, professionalism, integrity and consideration;
- the effective management of allocated resources;
- ensuring all work is undertaken according to safe working practices;
- maintaining a safe and healthy working environment in accordance with the stated OH&S responsibilities for this position; and
- committing and approving the payment for goods and services within the approved financial delegation.

Direction and Supervision

The Spatial Information Officer reports to the Risk Assessment Coordinator, however works under the day to day supervision and direction of the Senior Spatial Information Officer.

The incumbent exercises some independence in evaluating and developing solutions to meet effective GIS and desktop mapping program and service delivery requirements.

Selection Criteria

1. Demonstrated experience, knowledge and understanding of Geographic Information System (GIS) operational techniques (in particular ArcGIS) to enable the effective collation and integration of spatial data, and the production of maps to support strategic risk analysis and emergency management priorities.
2. Investigative, analytical and problem solving skills with the ability to develop new approaches to resolve complex problems and the proven ability to exercise initiative, flexibility and creativity to address complex operational challenges.

3. Proven interpersonal and communication skills including a proven ability to interact effectively with a diverse range of stakeholders and provide clear, accurate and authoritative oral and written advice, reports and recommendations.
4. Well-developed organisational skills with a proven capacity to work as part of a team and on occasions, autonomously, determine priorities and deal with competing demands within limited timeframes.
5. Demonstrated capacity to maintain a safe workplace that is free from harassment and discrimination, and values the diversity of the people involved in the workplace.

Qualifications and 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.

Desirable:

A Diploma or Advanced Diploma in Geographic Information Science or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider

A current drivers license.

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

E BAKER
DIRECTOR PEOPLE AND CULTURE
BUSINESS AND EXECUTIVE SERVICES

Date: