

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES



---

Title	Regional Officer
Position Number	000412, 000413, 000416
Business Unit	State Emergency Service
Branch / Section	Operations & Resources
Location	Regional Headquarters
Immediate Supervisor	Regional Manager
Award	Tasmanian State Service Award
Employment Conditions	Full-time, Part-Time, Fixed Term
Classification	Band 5

---

### Focus:

Provide support to the State Emergency Service (SES) Regional Manager and volunteers, including training, assessment, equipment, health, safety and operational readiness. Responsible for the coordination of SES operations and for support to other agencies.

### Primary Duties:

- Support the Regional Manager with the supervision and management of SES Unit Managers and the SES Regional Training Officer including provision of advice on workplace safety, equity & diversity and other management issues.
  - Plan, direct and, where required, conduct training and assessment activities for SES volunteers in accordance with the SES State Training Program and policies.
  - Coordinate the writing, development and conduct of local and regional level exercises in accordance with SES objectives.
  - Maintain SES regional resources and a regional resource inventory. Coordinate the issue of resources to SES Units within the region and other agencies, as appropriate.
-

- Maintain and operate the SES Regional Emergency Operations Centre. Coordinate regional SES emergency responses including liaison with other government agencies, local government and other organisations.
- Develop, implement and maintain regional operations plans and procedures and regional training plans and provide input to State operational plans, policies and procedures.

### **Scope of Work:**

Responsible for the application of specialised expertise in providing successful program and operational service delivery outcomes. Influences the skills development and performance of less experienced employees.

### **Direction and Supervision:**

Duties are undertaken with a degree of autonomy often with limited supervision from the Regional Manager. Required to work closely with the State Learning and Development Manager in the planning and conduct of volunteer training and assessment.

### **Selection Criteria:**

1. Extensive knowledge and high level expertise in emergency operations management and operational rescue equipment and procedures including practical experience in the use of this equipment.
2. Extensive knowledge and expertise in the management and the provision of competency-based training and assessment.
3. High-level interpersonal, oral and written communication skills including the ability to liaise and negotiate with internal/external stakeholders.
4. High-level research, planning, analytical and problem solving skills.
5. Demonstrated initiative, innovation, self-motivation and the ability to work alone or as part of a team in emergency management environment.

### **Qualifications and Experience:**

#### **Desirable:**

- Certificate IV in Training and Assessment or other relevant tertiary qualifications.
- Holder of a current driver's license.

## **Essential Requirement:**

### **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

**Amardeep Ghuman**

Manager, Partnering and Employment Services  
People and Culture

Date: 1 July 2024