

Monetary Penalties Enforcement Service

Team Leader – Statement of Duties

Objective

Provide support to the Director MPES in the collection and enforcement of monetary penalties. Take a lead role in the effective delivery of services by coordinating enforcement-based activities, supervision and training of team members, management of resources and community liaison.

Duties

- In consultation with the Director develop, implement and deliver appropriate plans and strategies for the recovery of outstanding monetary penalties within a defined region.
- Coordinate, supervise and attend enforcement-based field operations state-wide.
- Provide training, supervision and front-line management to assigned team members.
- Undertake complex analysis and enforcement activities including the preparation of correspondence, reports and other documentation as required.
- Coordinate the delivery of advocacy services to disadvantaged clients and relevant stakeholders, including assisting the Director in attending to community-based forums and discussions.
- As directed provide assistance to all areas of the Monetary Penalties Enforcement Service.

Level of responsibility

- Responsible for the coordination of enforcement-based activities on a state-wide rotational basis, including the supervision and training of team members, the management of resources and community liaison.
- All decisions and advice provided are supported by documented service delivery and outcome expectations.
- Provide adequate instruction, information, supervision and training for your team members, depending on the nature of their work.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- This position receives minimal direction and supervision from the Director, with outcomes clearly defined and reporting structures established within the assigned work teams.
- Whilst work is undertaken in both office and field-based environments the exercise of judgement, discretion and initiative is paramount to effective service delivery.

Selection criteria

1. Detailed knowledge of the *Monetary Penalties Enforcement Act 2005*, related legislation and procedures or the ability to acquire this knowledge within a reasonable timeframe.
2. Demonstrated leadership and management skills including a demonstrated capacity to manage human and physical resources and develop team members to fully function in and contribute to organisational goals and objectives.
3. Demonstrated ability to plan, organise and set priorities in an environment subject to competing deadlines and change. Including proven experience in the execution of legal process and professional enforcement services.
4. High level communication and interpersonal skills including the ability to negotiate effectively relate to and empathise with people from varied backgrounds whilst maintaining confidentiality.
5. Demonstrated ability to make sound assessments and recommendations which comply with established policy, procedures, and guidelines, including a demonstrated ability to exercise specifically delegated powers in a manner that promotes organisational values.
6. Experience in using current office technology and an ability to adapt to new technology and procedures, including, MS Office or similar programs and document production skills.
7. Be able to understand and apply the requirements of relevant WHS legislation in your areas of responsibility.

Essential requirements

- Current driver's licence.

Desirable requirements

- Nil

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

- I. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person

- Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
 3. Identification check.

Position Summary

Title	Team Leader
Number	356562
Award	Tasmanian State Service Award
Classification	General Stream Band 5
Division	Regulation and Service Delivery
Full Time Equivalent	1:0 FTE
Output Group	Monetary Penalties Enforcement Services
Branch	Enforcement
Supervisor	Director - Monetary Penalties Enforcement Services
Direct Reports	3
Location	Hobart
Position category and funding	A067