

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Assistant Manager, Commercial & Contracts
Position Number	004535
Business Unit	Strategy, Commercials & Projects
Branch / Section	Technology and Innovation
Location	Hobart
Immediate Supervisor	Manager, Commercial & Contracts
Award	Tasmanian State Service Award
Employment Conditions	Full-time, Permanent
Classification	Band 6

Focus

The Assistant Manager is responsible for the ongoing management of various related finance matters for critical communication systems service provision contracts. Provides specialist financial/commercial advice and support, to ensure outcomes are delivered in line with contractual agreements and stakeholder requirements.

Primary Duties:

1. Develop financial strategies, policies and practices including managing the day-to-day provision of internal budget support services, financial modelling analysis and forecasting and the provision of authoritative advice on budget processes for Commercial and Projects stream.
2. Assist with managing contract performance through analysis of reports and key performance indicators, highlighting any identified risks/issues, development of contract administration processes and provide recommendations on contract related matters.
3. Develop and apply risk management techniques including the implementation of controls to effectively manage budget and contractual risk as part of the Departments Risk Management framework. Implement and utilisation of State and contract related governance processes where applicable.

4. Prepare documentation briefing papers, recommendation reports and other documents for various stakeholders concerning for procurement, contract, and financial management activities.
5. Undertake procurement processes, including the preparation of budgets, forecasts, quotes, tender and contract documentation and evaluation of responses and preparation of associated reports.
6. Utilise and support corporate information systems including electronic document management, finance and contract management systems.
7. Assist in the development of stakeholder relationships, implementation and monitoring of policy and procedures

Scope:

Responsible for the implementation of policies, regulations and plans to provide efficient and effective contract management outcomes. This includes the implementation of plans, systems, and procedures to deliver services involving user organisations and DPFEM.

Direction and Supervision:

The incumbent receives broad direction and guidance from the Manager, Commercial & Contracts. However, the employee is expected to exercise a high level of initiative, judgment, and problem-solving skills.

Selection Criteria

1. High level knowledge and experience with contemporary financial management practices, procedures and policies including budget management, analysis and reporting to ensure financial activity is compliant with required guidelines and legislation.
2. Demonstrated knowledge and experience with the application of contract management processes in a service provision environment that requires analysis and reporting.
3. Well-developed analytical, strategic, conceptual and reasoning skills with proven ability to analyse various information types and provide authoritative advice.
4. High level interpersonal skills that will build and maintain positive partnerships through consultation, negotiation, networking, and advocacy with a diverse range of stakeholders.

5. Proven ability to prepare high level documentation and reports as well as provide presentations, briefings, reports, and recommendations to management groups within the Department and various stakeholders.

Qualifications and Experience

Desirable Requirements:

- Essential qualifications have not been prescribed, however, an appropriate level of knowledge and skill together with relevant commercial/financial tertiary qualifications will be viewed favourably.
- Current Drivers licence.

Essential requirement:

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.

Approved

Erin Baker
DIRECTOR
PEOPLE AND CULTURE
BUSINESS AND EXECUTIVE SERVICES

Date: September 2024