

## Department of Police, Fire and Emergency Management

### STATEMENT OF DUTIES



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Title	Team Leader
Position Number	003760
Business Unit	Training and Education
Branch / Section	Training Services
Location	Cambridge
Immediate Supervisor	Manager Training Services
Award	Tasmanian State Service Award
Employment Conditions	Full-time
Classification	Band 4

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#### **Focus:**

Provide leadership and direction in relation to clerical and administrative services that support and contribute to the delivery of an efficient and effective service to the Training and Education division within the Tasmania Fire Service (TFS) and State Emergency Service (SES).

#### **Primary Duties:**

1. Priorities, allocate and supervise the delivery of a broad range of clerical and administrative services within Training and Education, in order to provide efficient and effective services to managerial, operational, support staff and the public.
  2. Provide executive and project support to Training and Education Managers, including research, resource coordination, liaison with internal and external stakeholders, preparation of reports, minutes, agendas, correspondence, ministerial and briefing notes.
  3. Assist in the tracking and reporting of expenditure against budget.
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4. Maintain, interpret and modify guidelines, systems and processes in accordance with DELTA Division strategic objectives and operational requirements.
5. Review, develop and implement procedures, guidelines and processes in conjunction with stakeholders to support Training and Education business operations and functions.
6. Monitor records management system performance and address any inconsistencies.
7. The incumbent will be expected to provide support during operational incidents commensurate with the position.

### **Scope of Work:**

Directly responsible to the Manager, Training Services for:

- The completion of allocated tasks within agreed timeframes and the achievement of agreed outputs and outcomes
- The maintenance of a high level of security and confidentiality of sensitive information held by the position
- Maintaining contracts and agreements.
- Preparing and maintaining documentation and ensuring version controls are applied.
- Assisting in procurement processes and documentation.
- Maintaining established project and related financial management procedures and records.

### **Direction and Supervision**

The incumbent receives supervision and direction from the Manager, Training Services regarding Training and Education service requirements. Once direction is given the incumbent works independently to achieve outcomes. Day to day guidance is also available from policies, procedures and instructions.

### **Selection Criteria**

1. Demonstrated ability to provide leadership, support and direction, ability to task and delegate, provide feedback, co-ordinate staff development, mentor staff and promote a supportive learning environment.

2. High level ability to provide effective clerical support with high level word processing, spreadsheet preparation and data administration skills.
3. High-developed interpersonal skills, including the ability to establish and maintain effective networks and liaise with internal and external stakeholders,
4. Sound written communication skills and the ability to produce documents such as User Manuals, briefing reports, correspondence and position papers that are clear, accurate and concise.
5. High-level organisation and self-management skills with a demonstrated capacity to set priorities and manage variable workloads within pre-determined timeframes.
6. Well-developed research skills, self-motivation, initiative and ability to work as part of a team in an environment subject to change, work pressures and deadlines.

## **Qualifications and Experience**

### **Essential requirement:**

A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

#### **1. Medical contraindication**

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.
- #### **2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.**

## **Desirable Requirements:**

- Certificate IV in Business or equivalent qualification or progress towards attaining this qualification.
- A current Driver's Licence.

## **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 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 the 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

**STEPHEN WATSON**

Acting Inspector  
Employment, Conditions and Strategy  
People and Culture

Date: September 2018