

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Technical Coordinator
Position Number	005336
Business Unit	Business Executive Services
Branch / Section	Technology & Innovation / Strategy, Commercial & Projects
Location	Hobart
Immediate Supervisor	Legacy Radio Network Decommissioning Technical Lead
Award	Tasmanian State Service Award
Employment Conditions	Fixed Term Full Time
Classification	Band 6

Focus:

The Legacy Radio Network Decommissioning Project is responsible for decommissioning and disposing, transferring ownership, or otherwise transitioning to new asset lifecycle management arrangements the infrastructure and equipment remaining from five legacy networks replaced by the Tasmanian Government Radio Network.

This role will provide technical advice to the Legacy Radio Network Decommissioning Project throughout all phases/tranches. The position is responsible for providing coordination to ensure the successful decommissioning of radio network equipment.

The Technical Coordinator role will work closely with a wide range of stakeholders to ensure the agreed decommissioning outcomes can be delivered within project timeframes and budget.

Primary Duties:

1. Provide direction and advice, in technical matters and collaborate with external and internal stakeholders.
 2. Work collaboratively with the technical team and legal stream to define
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technical scope and deliverables, effectively communicating and awarding these requirements via work packages to ensure value for money in the successful achievement of project outcomes.

3. Ascertain the state's position regarding disposal of technical assets for each site, ensuring adherence to Treasurer's Instructions. Where applicable, if the asset is transferred to the contractor as part of the decommissioning works, ensure that disposal is managed in accordance with environmental and government policies. Ensure that all disposals are recorded in the Asset Disposal Register.
4. Coordinate external project resources and service providers, carrying out delivery of work packages, resolving issues and co-ordinating the interface between internal project management and external project delivery resources.
5. Liaise with stakeholders regarding access to sites. Work with contractors to coordinate access and compliance with any specific site access requirements.

Scope of Work:

The successful applicant will be responsible for the managing and coordinating technical project decommissioning works and assisting the Legacy Radio Network Decommissioning Project Manager and project team to achieve project objectives. This includes responsibility for coordinating access to all sites for the technical stream whilst working collaboratively with the Infrastructure Decommissioning Manager and Technical Lead to ensure optimisation of site visits. Applicants may also be asked to perform any other allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from an occupant at this classification level

Direction and Supervision:

This position operates under broad direction and is accountable to the Legacy Radio Network Decommissioning Technical Lead. The incumbent has considerable independence in determining priorities and approach to managing the activities within the project but is expected to work collaboratively within a dynamic team environment.

Selection Criteria:

- Knowledge and experience of equipment used in radio communication networks, to inform decommissioning activities, and the ability to interpret and apply relevant policies and regulations.

- Proven ability to build productive working relationships and work constructively as part of a team.
- Experience managing various stakeholders, internal and external, including contractors and service providers to achieve agreed Statements of Work.
- Highly developed research, conceptual and analytical skills and a demonstrated ability to use initiative and judgement.
- Communication and writing skills to support the development of reports and other associated documentation to inform the project team and key stakeholders.

Qualifications and Experience:

Industry experience and relevant qualifications. .

Experience working with diverse project teams involving internal and external resources. Understanding of communication and data networks

A current motor vehicle driver's license.

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

A handwritten signature in black ink, appearing to read 'A. Ghuman', with a large, stylized initial 'A'.

AMARDEEP GHUMAN

Manager, Partnering and Employment Services
People and Culture

Date: September 2024