

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Senior Executive Officer – Employee Relations
Position Number	005277
Business Unit	Office of the Chief Officer
Branch / Section	Tasmania Fire Service
Location	Hobart
Immediate Supervisor	Manager, Office of the Fire and Emergency Services Commissioner
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Fixed Term, Full-time
Classification	Band 6

Focus:

This position is responsible for ensuring the effective flow of information between the Tasmania Fire Service (TFS), State Emergency Service (SES) and the Department of Police, Fire and Emergency Service's (DPFEM's) Management and Partnering and Employment Services Team.

Provide high level advice and assistance to staff across the TFS and SES in relation to people management matters, ensuring that information pertained to these matters are documented appropriately and in a timely manner.

To support to the Manager Office of the Chief Officer in the delivery of efficient and effective strategic and business unit planning and reporting processes.

Primary Duties:

- Interpret and apply employment legislation, policy, and industrial instruments to provide specialist advice regarding employee entitlements and conditions.
 - Support negotiations with unions on workplace relations matters, including industrial agreement negotiations.
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- Research, investigate and prepare reports on a variety of employment, volunteer, and workplace relations related matters, including projects as required.
- Establish and maintain effective working relationships with key stakeholders including the broader Partnering and Employment Services Team, BES teams, union representatives, managers, and employees.
- Develop, implement, and maintain workplace relations policies, procedures, plans, and quality assurance measures.

Scope of Work:

The occupant of the position is responsible for:

- Implementing policies, regulations and plans to provide efficient and effective program or service delivery outcomes.
- Management and/or quality control of outcomes, processes, systems, resources, assets, and infrastructure.
- Providing advice on the application of policy to systems and processes in meeting specified program objectives.
- For ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

Direction and Supervision:

The decision making and direction in relation to the role are that:

- There is minimal supervision of individual tasks but guidance, and direction is provided.
- Guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements, and developments.
- The occupant operates with considerable independence in determining priorities, and approach in implementing policies, plans, systems, and procedures in a complex specialised environment; and
- Work of a highly technically complex nature or with a varied range of activities may receive instruction and/or provide innovative solutions to meet service delivery outcomes.

Selection Criteria:

1. Proven understanding of the role and function of TFS and SES, their relationship to the broader Department (DPFEM).
2. Demonstrated leadership, problem solving and change management skills and the ability to understand the organisational, social, and political environment affecting the TFS.
3. Highly developed interpersonal skills including conflict resolution, negotiation, stakeholder management, and teamwork skills.
4. Demonstrated knowledge of, and ability to apply, employment legislation and policy and the ability to properly interpret industrial instruments.
5. Highly developed research, conceptual and analytical skills together with sound project management skills and a demonstrated capacity to be adaptable and flexible and use initiative, judgement, and creativity.
6. Proven ability to work within a dynamic environment that is subject to work pressure, competing priorities, ambiguity, and change.

Qualifications and Experience:

Desirable:

Essential qualifications have not been prescribed, however, successful completion of relevant tertiary degree and/or significant experience will be viewed favourably.

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 GHUMAN

MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: July 2024