

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Executive Officer
Position Number	004291
Business Unit	Statewide Operations and Capability
Branch / Section	Tasmania Fire Service
Location	Hobart
Immediate Supervisor	Assistant Director, Statewide Operations and Capability
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Fixed Term, Full time, Part time
Classification	Band 4

Focus:

To provide high level executive and administrative support to the Assistant Director and the Statewide Operations and Capability team. Facilitate the efficient and effective administrative and coordination management of Statewide Operations and Capability programs in an environment of continuous improvement.

Primary Duties:

- Provide high level support to the Assistant Director and the Statewide Operations and Capability team including the review, updating, and formatting of templates, documents and procedures.
- Assist the flow of information including the initiation and timely preparation of documents of a confidential nature such as reports, ministerial enquiries and Question Time Briefs (QTB).
- Undertake or participate in projects aimed at improving organisational performance, including the maintenance and promulgation of business unit planning documentation, organisational reporting and records management.

- Organise and schedule meetings and other appointments, including the arrangement of professional development workshops, travel, and accommodation as required.
- Attend, prepare agendas and take minutes during meetings. Disseminate all associated documentation including the coordination of the outcomes of such meetings and documentation.
- Provide support within incident management teams which may include resourcing, logistical, clerical, and administrative duties to ensure that minimum safety are met along with operational objectives.
- Assist with the implementation and development of Operational policies and procedures.
- Assist with the financial protocols and processing of invoices and other financial documentation for Statewide Operations and Capability including the State Air Desk.

Scope of Work:

Work at this level has significant influence on effective service delivery and outcomes for the work unit. Responsible for providing options and recommendations to resolve complex operational issues or improve operational effectiveness.

Direction and Supervision:

The employee is required to work as part of a team with general supervision and direction from the Assistant Director, based on established procedures and practices.

Selection Criteria:

1. High level communication skills including demonstrated expertise in report writing, producing complex documents and advanced skills in Microsoft Office applications.
2. High level interpersonal skills including the demonstrated ability to build effective working relationships, work effectively in a team environment and demonstrated ability to work with a wide range of internal and external stakeholders using consultation, negotiation and facilitation skills.
3. Demonstrated ability to effectively prioritise and manage own work priorities to enable the achievement of outcomes.
4. Proven knowledge and experience in reviewing, developing and implementing administrative procedures and work practices.

5. Sound written communication skills and the ability to produce documents such as doctrine, briefing notes that are clear, accurate and concise.
6. The integrity necessary to ensure a high degree of confidentiality and to exercise the appropriate degree of professionalism, sensitivity, tact and direction.

Qualifications and Experience:

Desirable requirement:

- Certificate IV or Diploma in Business and/or equivalent qualification or progress towards attaining this qualification.
- Current driver's licence.

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.

A20/5872

Approved

F NOVY

MANAGER, EMPLOYMENT AND ADVISORY SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: April 2023