

Statement of Duties

Department of Premier and Cabinet

As at 19 March 2019

Position title:	Ministerial Driver
Position number:	Generic
Award/Agreement:	Ministerial Drivers Industrial Agreement 2012
Classification level:	
Division/branch/section:	Office of the Secretary, Executive Support Unit
Full Time Equivalent (FTE):	
Location:	
Position status:	Fixed-Term and/or Casual Register
Ordinary hours per week:	
Supervisor:	Manager, Executive Support Unit

Agency/Department values:

DPAC values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent

For more information about DPAC visit www.dpac.tas.gov.au

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Position objective:

As part of a team provide a high level conventional operational practice for the efficient and safe car transport service for the Premier, Ministers and approved clients. Undertake vehicle cleaning and basic maintenance, deliver documents and maintain records.

Duties:

1. Provide a high level conventional operational practice for the efficient state-wide car transport service for Ministers and approved clients including the coordination of all necessary arrangements to ensure that appropriate and timely service is provided.
2. Observe safe work practices including maintaining an up to date knowledge of state traffic laws, take appropriate action to ensure the safety and security of the vehicle and its passengers and report any safety or security issues to the Manager Ministerial Transport or other relevant person.
3. Undertake daily safety and vehicle maintenance checks, perform regular cleaning and detailing of vehicles to ensure vehicles are maintained to a high standard of cleanliness and presentation at all times and report vehicle maintenance or safety issues to the Manager, Ministerial Transport in a timely manner.
4. Deliver official documents and other items and maintain records relevant to the duties of the position including the timely completion of log books and drivers time sheets.
5. Undertake appropriate training and contribute to maintaining a safe work environment.

Level of responsibility:

Ministerial Drivers are responsible for the effective operation of vehicles and the safe transport of Ministers and Ministerial staff and clients of the Ministerial Transport fleet.

Discretion and choice in selecting the most appropriate methods for completing the allocated tasks is expected and encouraged.

Ministerial Drivers are responsible for immediately notifying the Manager, Executive Support Unit of any change in circumstances that may result in the driver not being able to meet the essential requirements for the position.

Reporting structure:

Ministerial Drivers report to the Manager, Executive Support Unit.

Consultation is required with Ministerial Offices.

Selection criteria:

1. Knowledge and skills consistent with experience and/or formal training in providing a client transport service.
2. Well developed skills and a thorough knowledge of Tasmanian Traffic Laws and road systems together with a sound knowledge of community buildings in major cities and towns and the ability to ensure that the most appropriate travel routes are utilised having regard to applicable safety and time considerations.
3. Well-developed communication skills consistent with developing a rapport with Ministers and approved clients.
4. Ability to work as a member of a team in undertaking tasks. An understanding of the requirements of confidentiality, diversity and work health and safety.
5. Ability to use judgement and/or initiative in selecting the most appropriate means of completing and prioritising work.
6. Knowledge of vehicle safety and maintenance checks and the ability to perform regular cleaning and detailing of vehicles.

Desirable requirements:

- Defensive driving or advanced driving certificate
- First Aid Certificate

Essential requirements:

The person nominated for this position is to satisfy the following pre-employment requirements before taking up the appointment, promotion or transfer:

- Holder of a full Tasmanian drivers licence with proof of currency to be provided on an annual basis.
- Successful completion of a medical examination certifying fitness to undertake Ministerial driving duties. An annual medical assessment will be required for employees over the age of 50 years with three yearly assessment required for employees under the age of 50 years.
- Conviction check in the following conviction areas: Crimes of violence; sex related offences; drug and alcohol related offences; crimes involving dishonesty, deception, false declaration or conspiracy; serious traffic offences; crimes involving arson or fire setting; crimes involving malicious damage or destruction of property.
- Undertake and pass the in-house basic driver training program to ascertain the ability to perform the duties of a Ministerial Driver.

State Service Principles:

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

Code of Conduct:

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

Workplace diversity:

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;

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- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.

White Ribbon:

The Department is committed to providing a healthy and safe working environment for all employees and has a zero tolerance for violence, including violence against women.