

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES



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| Title                 | Manager, Bushfire Risk Mitigation |
| Position Number       | 003526                            |
| Business Unit         | Bushfire Risk Unit                |
| Branch/Section        | Community Fire Safety             |
| Location              | Hobart                            |
| Immediate Supervisor  | Director, Community Fire Safety   |
| Award                 | Tasmanian State Service Award     |
| Employment Conditions | Permanent, Full-time              |
| Classification        | Band 8                            |

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### Focus:

Develop and implement strategies for the holistic understanding and mitigation of bushfire risk at a whole-of-State level across all land tenures. This position will co-manage the Bushfire Risk Unit (BRU) within the Tasmania Fire Service (TFS) with a particular focus on the development and implementation of strategies, risk analysis, legislation and policies to mitigate the impact of bushfire on the Tasmanian community. Provide high level scientific, technical and policy advice to enable safe, effective and efficient preparedness and response to bushfires and other emergencies.

### Primary Duties:

1. Develop and oversee the implementation of state-wide strategic bushfire risk analysis, management planning for the mitigation of bushfire risk to Tasmanian communities.
  2. Develop and administer the Chief Officer's Scheme for the Accreditation of Bushfire Hazard Practitioners, including the fulfilment of statutory functions across relevant legislation.
  3. Develop and review legislation, policy, plans, guidelines, tools and practices that relate to bushfire risk management and development control in bushfire-prone environments.
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4. Oversee the coordination and provision of state-wide bushfire predictive services to support operational decision making and risk management; including the ongoing development of training, systems, data, and operations.
5. Lead and contribute to research and development that supports bushfire risk management, policy development, and predictive services capability.
6. Establish and foster internal and external stakeholder relationships to facilitate coordinated risk management; collaborative planning, policy and legislation development; and predictive services capability.
7. Provide advice, training and guidance to internal and external stakeholders on research, technology, policy and legislation relating to bushfire risk management, bushfire behaviour, and risk analysis.
8. Maintain an in-depth understanding of emerging issues and research in bushfire risk management, bushfire behaviour and predictive services, disaster resilience, and emergency management planning.
9. Represent TFS across a range of forums in a consultative and facilitative role involving high level, complex and sometimes sensitive negotiations encompassing a range of issues.
10. Provide specialist support to State Operations and/or incident management teams as required.

## **Scope of Work:**

Responsible for the provision of authoritative and specialist advice to management. Responsible for efficient and effective program or service delivery, including budget and resource management, with considerable independence in determining priorities and approach to managing activities or programs.

## **Direction and Supervision**

Duties are undertaken with limited supervision. The incumbent exercises sound judgment and works with broad direction and guidance from the Director Community Fire Safety. Once broad direction is determined, the incumbent works independently, with further direction and guidance provided in relation to new or unusual factors. The development of new systems, policies and procedures and the interpretation of legislation are key aspects of the position.

## Selection Criteria

1. A comprehensive understanding and experience in developing and implementing systems, plans, policies and practices that relate to bushfire risk management in the built environment.
2. High level specialised expertise in fire management planning, emergency management planning, and bushfire science; with experience in applying this expertise to the development of strategic bushfire risk management strategies.
3. Highly developed research, conceptual and analytical skills; including the demonstrated ability to apply sound judgement, initiative and creativity.
4. High-level interpersonal skills including strong leadership proficiency and the ability to model organisational values and behaviours.
5. Demonstrated highly developed communication, negotiation, and conflict resolution skills enabling the development of partnerships and positive relationships across a wide range of stakeholders from the private sector and government. Proven ability to contribute to the achievement of corporate outcomes as an effective team member and represent the TFS in strategically important forums.
6. Proven ability to effectively manage human, financial and physical resources on a day-to-day basis and the ability to be adaptable and flexible to achieve results in a changing environment.

## Qualifications and Experience

### Desirable requirements:

- An appropriate science degree in geography, botany, forestry or environmental science from an approved university, college or equivalent.
- Qualifications in management, project management or similar industry-related experience.
- 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.

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Approved

**Erin Baker**

Director

PEOPLE AND CULTURE

Date: 3 August 2018