

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Mitigation Officer
Position Number	004186 North, 004187 North West, 004188 South, 004339 South, 004340 North
Business Unit	Bushfire Risk Unit
Branch / Section	Community Fire Safety
Location	North, North West, and South
Immediate Supervisor	Mitigation Coordinator
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full Time
Classification	Band 4

Focus:

Assist the Mitigation Coordinator with the regional coordination, planning and implementation, of Tasmania's tenure-blind Fuel Reduction Program, and related bushfire risk reduction initiatives.

Primary Duties:

- Assist in developing, implementing, and monitoring regional work plans and management of resources.
- Direct and supervise teams to effectively implement regional works programs.
- Develop plans and supporting documents to support bushfire risk reduction and to operationalise mitigation activities.
- Coordinate and directly supervise mitigation activities, including fuel reduction burning, mechanical treatments and participate in state-wide program coordination and incident management roles as required.
- Build relationships with key internal and external stakeholders to support collaborative planning and implementation of mitigation activities.

- Participate in engagement activities such as negotiations with landowners/occupiers, coordination of community and stakeholder notifications and development and implementation of engagement plans.
- Participate in the development and continuous improvement of guidelines, processes, and practices to support bushfire risk reduction activities.
- Provide mentoring and support to develop staff and participate in lessons management activities such as after-action reviews.

Scope of Work:

The Mitigation Officer contributes to the day-to-day operations of the regional work team, supporting the planning and implementation of fuel management and related risk reduction initiatives across the state, supervision of staff, and coordination of resources.

Statewide travel will be required at times.

Direction and Supervision:

Guidance and general direction are provided by the Mitigation Coordinator. Policies, systems, and guidelines provide a framework for decision-making in undertaking activities.

The occupant is expected to exercise flexibility, judgement, and initiative to proactively implement all elements of the role.

Selection Criteria:

1. Well-developed knowledge and experience in planning mitigation activities and experience in the use of geographic information systems, and familiarity with relevant policies, legislation, guidelines, and processes.
2. Experience in supervising operational mitigation activities including fuel reduction burning with well-developed knowledge in fire behaviour characteristics, vegetation fuel types and flammability attributes.
3. The ability to supervise, instruct, guide and mentor less experienced personnel and to plan day-to-day work programs.
4. Highly developed interpersonal and verbal communication skills with the ability to engage with a diverse range of stakeholders, build effective working relationship, and work effectively in a team environment.
5. Demonstrated organisational skills to enable the coordination and implementation of activities and resources simultaneously to deliver outcomes within pre-determined time frames.
6. Experience in developing workplace documents, including guidelines, safety resources, briefing notes, and work activity reports.

Qualifications and Experience:

Desirable:

- A qualification in an area relevant to the nature of the work to be undertaken.
- A Medium Rigid (MR) Drivers Licence.
- A competency in Chainsaw Operation.
- Sector Commander qualifications

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 based within the state; 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

C MORRIS

ACTING MANAGER, EMPLOYMENT AND ADVISORY SERVICES
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