

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Manager, Fuel Reduction Program
Position Number	003573
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

Focus:

Develop and implement strategies for the holistic understanding and mitigation of bushfire risk at a whole-of-State level across all land tenures. Implement a tenure-blind fuel management program and provide executive advice and leadership to the Bushfire Risk Unit. The position will co-manage the Bushfire Risk Unit (BRU) within the Tasmania Fire Service (TFS), with a particular focus leading the whole-of-Government tenure-blind fuel reduction program.

Primary Duties:

1. Oversee the implementation and coordination of the state-wide fuel reduction program, inter-agency liaison, applying risk analysis fuel treatment strategies, required resources and budget.
 2. Lead the provision of innovative and strategic policy evaluation, strategic planning, project management, and coordination of whole-of-government processes relating to bushfire risk.
 3. Lead the strategic planning for fuel reduction burning and other programs to manage bushfire risk at the State level across all land tenure and landowners.
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4. Develop, facilitate and manage effective internal and external stakeholder relationships that enable the management of bushfire risk at the State level across all land tenure and landowners, and build operational capacity and resilience.
5. Provide expert advice and recommendations to the Minister, the Chief Officer, the State Fire Commission and SFMC on any issues that impact on bushfire risk management at the whole-of-State level.
6. Lead and contribute to research and development that supports bushfire risk management, policy development, and operational services capability.
7. Develop, implement and monitor the business plan for the Fuel Reduction Program to achieve agreed outcomes and strategic objectives.
8. Manage the personnel, physical, financial and information resources of the Fuel Reduction Program.
9. Maintain an in-depth understanding of emerging issues and research in bushfire risk management, climate change, disaster resilience, and emergency management planning.
10. 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.

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 of contemporary practices and the complexity of issues relating to bushfire risk management to be able to lead strategic direction that addresses government and community needs.
2. High-level conceptual, analytical and strategic skills together with an ability to understand and manage within the political, social and organisational environment impacting on the TFS.
3. Comprehensive experience in applying innovative and creative solutions to strategic and complex problems, and an ability to develop and deliver whole-of-government projects using contemporary project management techniques.
4. High-level interpersonal skills including strong leadership proficiency and the ability to model organisational values and behaviours.
5. 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. The ability to deal with pressure, manage ambiguity and change in policies, programs and technological requirements, apply a high level of adaptability and flexibility to work, and demonstrated ability to adapt to diverse approaches, situations and stakeholder requirements.

Qualifications and Experience

Desirable requirements:

- Relevant tertiary qualifications 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.

Approved

Erin Baker

Director

PEOPLE AND CULTURE

Date: 3 August 2018