

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	State Situation Officer (multi-hazards)
Position Number	005327
Business Unit	Tasmania Fire Service (TFS)
Branch / Section	Statewide Operations & Capability
Location	Hobart
Immediate Supervisor	Assistant Director, Statewide Operations and Capability
Award	Tasmanian State Service Award
Employment Conditions	Full time, Fixed Term
Classification	Band 6

Focus:

Maintain strategic oversight of incident activity and hazard forecasts, both within Tasmania and nationally, and contribute to the capture, analysis and dissemination of intelligence for the purpose of safeguarding communities from the risk of bushfire, severe weather, flood and other hazards. Provide strategic advice to inform operational priorities based on hazard type.

The role contributes to the delivery of the Multi-hazards Intelligence capability project.

Primary Duties:

- Lead the collection and organising of information on current and forecast situations and compile that information into timely and accurate reporting as required.
 - Contribute to organisational readiness and decision support through coordinating the notification and dissemination of operational intelligence.
 - Coordinate the provision of detailed reporting on a variety of operational data for post-incident analysis, reviews, inquiries, and trend monitoring.
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- Organise and display intelligence in the form of a Common Operating Picture (COP) and analyse spatial information from a range of Geospatial Information System (GIS) platforms.
- Provide briefings, both written and verbal, deliver presentations, and facilitate meetings to provide situational awareness and to inform stakeholders.
- Develop and maintain strong relationships and collaborative systems of work with internal hazard specialists, work areas that generate data and intelligence, end-users of intelligence products, and affiliated work areas.
- Foster effective professional relationships across the emergency management sector to support information sharing and interoperability.
- In consultation with other work areas, coordinate the implementation of work rosters to ensure statewide capabilities are maintained.
- Develop and review relevant frameworks, policies, and procedures, and contribute to business processes and project reporting.
- Contribute to the planning, organising, and delivery training activities and exercises as required.

Scope of Work:

Responsible for coordinating the state situation function as part of the Multi-hazards Intelligence capability project, involving gathering and evaluating information, and distributing intelligence related to bushfire, severe weather, flood and other hazards.

The role is responsible for the supervision and management of assigned personnel and resources in line with organisational policy and strategy, to ensure effective emergency response and community preparedness for multiple hazards.

Direction and Supervision:

The incumbent operates with considerable independence in determining priorities and works day to day under the broad direction and supervision of the Assistant Director, providing guidance in relation to operational readiness and business procedures.

Guidance in relation to delivery of the Multi-hazard Intelligence capability project is provided by the Director, Community Fire Safety in partnership with the State Emergency Service, Deputy Chief Officer, Assistant Director, Statewide Operations and Capability, and other relevant work areas.

The incumbent is expected to exercise initiative, be self-motivated and operate within organisational policies, doctrine, and guidelines.

Selection Criteria:

1. Demonstrated knowledge of Tasmania's emergency management arrangements, an understanding of the intelligence lifecycle in emergency management, and experience utilising contemporary systems to source and manage information.
2. Proven high level project management and organisational skills, including the ability to work independently without supervision, to set priorities, accurately complete work activities to deadlines, and manage variable workloads with rapidly changing circumstances and requirements.
3. High level written and verbal communication skills and attention to detail, with an ability to produce reports that are concise and accurate, and a demonstrated ability to develop and maintain procedural documents.
4. Highly developed research, conceptual, and analytical skills, as well as a proven ability to exercise creativity, judgment, and initiative in developing innovative solutions and recommendations to address complex problems and enhance service delivery.
5. High level interpersonal skills including the ability to build partnerships and effective working relationships with a range of internal and external stakeholders, resolve conflict and work effectively in a team environment.
6. Ability to effectively manage physical resources, supervise personnel, coordinate training, and provide a safe and healthy working environment.

Qualifications and Experience:

Desirable:

- A qualification in an area relevant to the nature of the work to be undertaken.
- Experience and/or qualifications in emergency management.
- A 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.

Approved

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MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: September 2024