

Department of State Growth

Statement of Duties

Position Title:	Operations Assistant
Position number:	Various
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream band I
Division/branch/section:	Culture, Arts and Sport - Silverdome
Location:	North
Employment status:	Casual
Supervisor:	Business Manager - Silverdome

Position Objective

To assist the public in their use of the Silverdome building and facilities and attend to the cleanliness, general maintenance and upkeep of the building.

Major Duties

Safety and Security

- Ensure the safety and security of the buildings, its patrons and the general environment.
- Ensure appropriate behaviour by patrons and monitor on-site security.
- Supervise the use of the Silverdome and its equipment by sporting organisations and other user groups.
- Assist with opening and closing of the facility for hirers.

Cleaning and Maintenance

- Attend to and maintain the cleanliness and upkeep of buildings, public areas, facilities and toilets.
- Assist in the moving, installation or removal of equipment for major and minor events, including sport, exhibitions, conferences and live entertainment. This equipment includes the track seating, stage, barriers, floor-to-ceiling drapes, white false roof, white poles, netball and basketball courts, goals, scoreboards and cycling racks.

Undertake general maintenance works including:

- Cleaning – floor scrubbing and buffing, toilet amenities.
- Painting – general painting works throughout the building, including floor resurfacing.
- Mechanical – general maintenance of mechanical sweepers and vacuum cleaners, trailers and minor servicing of generator.
- Grounds – lawn mowing, car park grading, drain clearing, tree removal etc.

- Welding works as required.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
- The incumbent 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.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

- The Operations Assistant is responsible for the general supervision and security of patrons to the Silverdome and the general cleanliness of the building and its facilities as required.
- The occupant is responsible for complying with relevant occupational health and safety legislation and department policies and procedures as they relate to this position.

General supervision of tasks will be provided by the Operations Officer with the Operations Manager providing overall technical and operational supervision.

Selection Criteria (Knowledge and Skills):

1. Demonstrated experience in security functions and requirements.
2. An understanding of the principals of security in a public environment.
3. Basic knowledge of commercial cleaning practices and procedures and experience in the safe use of relevant cleaning equipment.
4. Experience in operating plant and equipment through relevant trade certificates of licences.
5. Well-developed interpersonal and communication skills and demonstrated ability to work proactively in a team environment.

Position Requirements

Pre-employment

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

1. Conviction checks in the following areas:
 - crimes of violence
 - sex related offences
 - serious drug offences
 - crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Essential

- Nil

Desirable

One or more of the following:

- Forklift licence
- Chainsaw Operators Certificate
- Elevated Work Platform Certificate
- Workplace II Senior First Aid Certificate
- Rigging Certificate
- Certificate II in Security Operations
- Scaffolding Certificate

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The Department's website <https://www.stategrowth.tas.gov.au/> provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
