

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Commercial Lead
Position Number	005332
Business Unit	Business Executive Services
Branch / Section	Technology & Innovation / Strategy, Commercial & Projects
Location	Hobart
Immediate Supervisor	Legacy Radio Network Decommissioning Project Manager
Award	Tasmanian State Service Award
Employment Conditions	Fixed Term Full Time
Classification	Band 7

Focus:

The Legacy Radio Network Decommissioning Project is responsible for decommissioning and disposing, transferring ownership, or otherwise transitioning to new asset lifecycle management arrangements the infrastructure and equipment remaining from five legacy networks replaced by the Tasmanian Government Radio Network.

This role will lead and manage financial, commercial and procurement activities for the Legacy Radio Network Decommissioning Project.

Primary Duties:

1. Develop and manage the Commercial, Financial and Procurement functions within the Legacy Radio Network Decommissioning Project team.
 2. Ensure compliance with relevant procurement regulations, policy, instructions and processes.
 3. Provide high level facilitation and negotiation skills to achieve commercial outcomes.
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4. Effectively manage budget and contractual risk in accordance with the Department's Risk Management framework utilising State and contract related governance processes where applicable.
5. Establish, manage and maintain stakeholder relationships with all project stakeholders, including land owners, contractors and team members.

Scope of Work:

The incumbent will be responsible for the overall coordination and management of procurement, contract and financial related matters for the Legacy Radio Network Decommissioning Project, including the establishment and management of panel arrangements for the sourcing of relevant contractor and consultancy services.

The incumbent is required to work flexibly within the scope of duties at the classification band in need with project priorities and demands.

Direction and Supervision:

This position operates under broad direction and is accountable to the Legacy Radio Network Decommissioning Project Manager for management of the Commercial stream with a number of direct reports.

The incumbent has considerable independence in determining priorities and approach to managing the activities within the project but is expected to work collaboratively within a dynamic team environment.

Selection Criteria:

- Proven track record in Commercial, Procurement and Contract Management.
- Proven ability to build productive working relationships and manage small teams to achieve project outcomes.
- A demonstrated ability to interpret and apply procurement regulations, policy, instructions and processes.
- Highly developed research, conceptual and analytical skills and a demonstrated ability to use initiative and judgement.
- Communication and writing skills to support the development of reports and other associated documentation to inform the project team and key stakeholders.

Qualifications and Experience:

Relevant industry experience and qualifications.

A current motor vehicle driver's license.

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



A GHUMAN
MANAGER, PARTNERING AND EMPLOYMENT SERVICES
BUSINESS AND EXECUTIVE SERVICES

Date: September 2024