

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Manager, Learning and Development
Position Number	002824
Business Unit	State Emergency Service
Branch/Section	Operations and Resources
Location	Cambridge
Immediate Supervisor	Assistant Director
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full Time
Classification	Band 6

Focus:

Develop, implement and manage SES learning and development activities including policy, budget and resources, and learning and assessment requirements throughout the State. Ensure consistent and contemporary delivery of training and support to volunteers and manage staff professional development statewide.

Manage competency and skills-based training within the SES and ensure the maintenance of strict national Australian Quality Training Framework (AQTF) compliance.

Primary Duties:

- Plan, develop, manage, communicate and implement SES learning & development policy and resources.
- Manage and coordinate human, physical and financial resources relevant to learning and development.
- Manage the Public Safety Training Package implementation, SES student record management and student support services.

- Maintain essential networks with applicable national bodies, national learning and development committees, and other State/territory Emergency Services. Coordinate and chair state meetings and forums.
- Provide support and specialist advice to the Assistant Director (Operations and Resources) in the identification of learning needs and policy.
- Research, develop, review and validate/moderate competency based learning and development resource material and relevant policy.
- Provide assistance to the Assistant Director, Operations and Resources including participation in operational management roles if required.

Scope of Work:

Responsible for the implementation of policies, regulations and plans to provide efficient and effective program or service delivery outcomes. There is a clear and direct effect on efficient and effective operation of the function or program activities.

Manage the resources of the Learning and Development area of the State Emergency Service (SES) within established objectives and in accordance with Tasmanian Government and Departmental policies practices and guidelines.

Direction and Supervision

Responsible to the Assistant Director (Operations and Resources) for all designated functional activities, with some autonomy, for day-to-day decision-making. Required to work closely with Regional staff in managing Tasmania's SES volunteer learning and development requirements.

Selection Criteria

1. Well-developed management and leadership skills including the ability to manage physical, human and financial resources including learning and development-related budgets, projects and initiatives.
2. Experience in the management, development and delivery of adult learning in an Registered Training Organisation (RTO) environment.
3. Knowledge of, and/or experience in, educational compliance and audit requirements for RTOs.

4. Well-developed interpersonal, conflict resolution and communication (written, verbal and IT-related) skills.
5. Capacity to develop and maintain effective business relationships.
6. Demonstrated initiative, innovation and flexibility and the ability to work alone or as part of a team.

Qualifications and Experience

Desirable:

Tertiary qualifications in a relevant discipline would be viewed favourably as would a current Certificate IV Training & Assessment (TAE40110).

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.

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

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