

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Coordinator, Red Hot Tips
Position Number	004329
Business Unit	Community Fire Safety
Location	South
Immediate Supervisor	Manager, State Fire Management Council
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full time
Classification	Band 6

Focus:

The Red Hot Tips program educates, engages and supports farmers and rural landholders actively manage their bushfire risk; encouraging collaborative, practical vegetation fire management and ecological sustainability across the landscape.

The Coordinator leads the statewide implementation and coordination of the Red Hot Tips program.

Primary Duties:

- Coordinate, plan and develop program strategies and activities with guidance from the Red Hot Tips Advisory Group, using contemporary project management principles.
 - Lead and manage the performance, training and development of staff to ensure a coordinated and efficient approach to program activities.
 - Provide leadership to the Red Hot Tips team, manage the physical, financial and information resources of the program and provide timely and informed advice on program outcomes through reports, analysis and review.
 - Provide executive support to the Red Hot Tips Advisory Group.
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- In collaboration with the Red Hot Tips Advisory Group and stakeholders, manage the development of program resources, including communication strategies and materials, social media, learning materials and online resources.
- Grow and maintain effective stakeholder relationships between farmers, rural landholders, fire agencies and networks, which enable the collaborative and practical management of bushfire risk and support effective communication during bushfire response.
- Facilitate engagement and capacity building activities with identified farmers, rural landholders and stakeholders; including planning for and conducting fuel reduction burning and advice on alternative fuel reduction treatments and techniques.

Scope of Work:

Responsible to the Manager, State Fire Management Council for:

- achieving the position objective in a manner consistent with the Tasmania Fire Service (TFS) values of service, professionalism, integrity and consideration;
- completion and direction of projects and programs;
- effective management of staff, works and allocated resources;
- ensuring all work is undertaken according to safe working practices;
- maintaining a safe and healthy working environment in accordance with the stated OH&S responsibilities for this position; and
- committing and approving the payment for goods and services within the approved financial delegation.

Direction and Supervision

Broad objectives and direction are established in consultation with the Manager, State Fire Management Council and the Red Hot Tips Advisory Group, while operating with a significant degree of independence of action and autonomy in day-to-day activities.

Selection Criteria

1. Proven expertise in the development, delivery and evaluation of rural community development programs using contemporary project management principles, including the ability to set priorities, achieve and report on outcomes, resolve problems and improve program delivery.
2. Demonstrated knowledge and experience in planning for and conducting fuel reduction burning and other fuel reduction treatments.

3. Demonstrated leadership and ability to effectively manage human, financial and physical resources and provide a safe and healthy working environment.
4. Well-developed interpersonal and verbal communication skills, including the demonstrated ability to build effective networks and working relationships, work effectively in a team environment, and demonstrated ability to work with a wide range of people using consultation, negotiation, facilitation and influencing skills.
5. High level written communication skills, with the ability to prepare workplace documents, provide advice on issues management and understand the political, social, cultural and organisational environment in relation to bushfire risk management.

Qualifications and Experience

Desirable:

- A current Tasmanian drivers licence.
- Qualifications and/or experience in an area relevant to the nature of the work being undertaken.

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 office and field based, and intra-state travel will 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

E BAKER
DIRECTOR PEOPLE AND CULTURE
BUSINESS AND EXECUTIVE SERVICES

Date: 4 May 2020