

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Administrative Assistant
Position Number	001122
Business Unit	All Districts/Directorates
Branch / Section	Education and Training
Location	South
Immediate Supervisor	Commander or Director
Award	Tasmanian State Service Award
Employment Conditions	Fixed Term / Permanent, Full-time
Classification	Band 3

Focus:

Manage the administrative functions of the office of the Commander / Director including the provision of high level executive assistance, maintenance of information systems, research and advice in relation to work practices and procedures.

Primary Duties:

- Provide high level administrative, clerical and secretariat support to the Commander/Director and senior officers within the Command.
 - Manage the Commander's/Director's appointments diary and provide a reception service for internal and external callers.
 - Management of retirement and resignation service certificates and plaques along with interrogation of personnel records and folders.
 - Coordination of Academy events such as Medals and Awards presentations and Police Remembrance Day.
 - Ensure an efficient workflow, and a consistent standard of correspondence is produced within the area of Command.
 - Assist the District Management Group (DMG) with general administrative tasks, or facilitation of adhoc project work as required.
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- Assist Academy Business Operations and front reception as required.

Scope of Work:

Responsible for ensuring the application of appropriate policies, standards and practices in a complex operational environment.

Direction and Supervision:

Required to work with general supervision, and direction as to priorities, from the Commander/Director. Required to use initiative to resolve issues and or to refer to senior officers for advice or assistance.

Selection Criteria:

1. Sound knowledge of, and experience in office management practices and administrative procedures – particularly use of TRIM system, various electronic calendars, and Excel spreadsheets.
2. Ability to plan, organise and manage significant Academy events such as Medals and Awards presentations (for Southern Tasmania) and Police Remembrance Day.
3. Well-developed clerical and keyboard skills, with the ability to impart such knowledge to less experienced team members.
4. Strong organisational skills, ability to set priorities and manage variable workloads in an environment of competing priorities.
5. High level communication and problem-solving skills, particularly in handling sensitive matters in a confidential, diplomatic, and professional manner.

Qualifications and Experience:

- Knowledge and experience consistent with qualifications recognised at Certificate 3 and 4 or equivalent.

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

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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: 04 June 2024