

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES

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Title	<b>Principal Information Disclosure Officer</b>
Position Number	004710
District	Business & Executive Services
Branch/Section	Information Services
Location	Hobart
Immediate Supervisor	Information Disclosure Manager
Award	Tasmanian State Service Award
Employment Conditions	Full-time, Permanent, Fixed-Term
Classification	Band 6

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### Focus

Provide authoritative advice and expertise to the Manager regarding the development and application of policies to ensure the accurate retrieval, vetting and release of operational policing information, intelligence holdings and court outcome data in compliance with state and national legislative and policy provisions, managing operational service delivery outcomes around the exchange of information.

### Primary Duties:

- Provide expertise regarding the varied and detailed activities of the business unit in relation to the processing, management and disclosure of personal and sensitive operational information, records, orders and intelligence submissions.
  - Oversee the practical application of complex and comprehensive legislation, rules and policies with respect to the vetting, redaction, and provision of operational and corporate information records, and requests for information to support the agency's obligations and requirements as they relate to the safety of children and vulnerable people.
  - Manage the research, analysis and assessment of complex records and procedures, inform discussions and exercise initiative in responding to varied and complex daily challenges in the release of information to support frontline and whole of government services.
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- Identify areas of business improvements and collaborate with internal and external stakeholder on the interpretation of new developments and business changes, evaluating team responsibilities and guidelines.
- Provide the timely and accurate advice to senior internal management and external stakeholders, as it relates to the provision of information for the purposes of registration to work with vulnerable people.
- Maintain the confidentiality of often highly sensitive and personal information.

## **Scope of Work**

Responsible for the application and practical implementation of specialised expertise that has a significant influence on the effective service delivery and outcomes for the work unit.

Information and records accessed and held by DPFEM may relate to content that some may find distressing – for example, information concerning offences of violence, including sexual offences, family violence and relating to children, as well as details of vehicle crashes and associated injuries. The occupant should understand that the position may at times require assessment of material of this nature and be confident in their ability to cope. Given the nature of information held at DPFEM, the occupant must also adhere to the highest standards of confidentiality.

## **Responsibility, Direction and Supervision**

Responsible for supervising and mentoring the related team and members, providing options and recommendations to resolve complex operational issues, drive change, or to improve operational effectiveness of the team.

Work General direction will be provided by the Information Manager. The occupant is expected to work with considerable autonomy, exercise initiative and judgement in establishing objectives in accordance with policies, practices and guidelines.

## **Selection Criteria:**

- Demonstrated high level knowledge and experience in computer applications, information management systems and processes with the ability to work in an environment requiring a high degree of confidentiality, sensitivity and discretion.
- Demonstrated high level research, analytical and conceptual skills, personal initiative, self-management and flexibility to resolve complex problems and

develop solution recommendations.

- High level strategic and policy implementation skills, including the demonstrated ability to understand the political, social and organisational environment as it relates to the exchange of information for the protection of vulnerable persons.
- Expert knowledge, or ability to acquire knowledge, of complex legislative requirements and demonstrated ability to ensure practical compliance in the management and exchange of information in an emergency management environment.
- High-level interpersonal skills, including oral and written communication, and a proven capacity to build and foster effective working relationships, and to consult and collaborate with internal and external stakeholders.

## **Qualifications and Experience**

Qualifications have not been prescribed, however knowledge and expertise consistent with tertiary qualifications would be advantageous.

## **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.

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Approved

**T CRAWFORD**  
DIRECTOR PEOPLE AND CULTURE  
BUSINESS AND EXECUTIVE SERVICES

Date: 22 July 2021