

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Coordinator Fire Safety Compliance and Audit
Position Number	004375
Business Unit	Building Safety Unit
Branch / Section	Community Fire Safety Division
Location	Negotiable
Immediate Supervisor	Manager Building Safety
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full Time
Classification	Band 6

Focus:

Improve fire safety within the built environment through investigation, strategic reporting and advising on the adequacy of fire protection measures in accordance with legislation, codes, standards and risk management principles.

Primary Duties:

- Lead and coordinate the fire evacuation processes in line with the General Fire Regulations
- Coordinate the assessment and ongoing compliance of fire safety measures in the built environment.
- Review and implement fire safety related policy and processes that create synergies between the bushfire and built environment.
- Provide high level advice, guidance and organisational representation regarding risk mitigation strategies for fire safety related regulatory compliance in the built environment.
- Develop policies, systems, processes, and operational doctrine within community fire safety as related to the Chief Officers statutory responsibilities in the built environment.

- Undertake comprehensive investigation of regulatory compliance regarding fire safety, and prepare reports and evidence briefs suitable for assessment against statutory infringement practices and legal prosecution.
- Coordinate and supervise a small group of compliance officers to undertake site assessments and building audits across the state.
- Act as an authorised person (on behalf of the Director of Building Control) concerning compliance with the prescribed Essential Building Services required to be maintained.
- Represent the TFS in a variety of forums for the provision of evidence relating to fire safety related non-compliance.
- Participate in incident management teams across the agency as required.

Scope of Work:

Responsible to the Manager Building Safety for implementing effective policies, plans and practices, efficient supervision of staff and providing a state-wide focus in improving fire safety with a priority on risk mitigation.

Direction and Supervision

The occupant operates with considerable autonomy in determining priorities under the broad direction from the Manager Building Safety. There is minimal supervision of individual tasks, but guidance and direction are provided in complex situations.

The incumbent is expected to have considerable independence in defining work priorities with limited direction and manage specific activities of the Building Safety Unit.

Selection Criteria

1. High level and detailed understanding of legislation, codes and standards related to fire safety and their application in regulatory processes.
2. Demonstrated experience in investigating safety related matters and preparing reports, evidence briefs and other investigative related documents for presentation in official forums.
3. Demonstrated ability to lead and manage small teams, be an effective team member, negotiate with stakeholders and solve conflict in a complex regulatory environment.

4. Highly developed research, conceptual and analytical skills and a demonstrated capacity to use initiative, judgement and creativity;
5. Demonstrated ability to develop and influence policy, processes, business practices and doctrine consistent with outcomes expected in the regulatory environment.

Qualifications and Experience

Desirable Requirements:

- A current car drivers licence.
- Tertiary qualifications in an appropriate discipline.
- Experience working in the regulatory compliance and/or investigative environment.

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

E BAKER
DIRECTOR PEOPLE AND CULTURE
BUSINESS AND EXECUTIVE SERVICES