

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	COVID Safe Events Officer
Position Number:	518941
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Public Health Services Emergency Management
Position Type:	Fixed-Term, Full Time
Location:	South
Reports to:	Senior Environmental Health Officer
Effective Date:	July 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Relevant tertiary qualifications, equivalent vocational qualifications, or experience relevant to this role

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The COVID Safe Events Officer will:

- Work with the Senior Environmental Health Officer as a member of the Events Framework Team, to assess event plans, make recommendations and provide legislative and operational advice to event organisers.
- Maintain effective relationships with key stakeholders including event organisers and businesses to gain compliance with the Framework for COVID-19 Safe Events and Activities in Tasmania.
- Ensure that event plans and events are aligned to the requirements of public health directions issued under the *Public Health Act 1997*, Department of Health (DoH) policies, the Framework for COVID-19 Safe Events and Activities in Tasmania (The Framework) and other relevant legislation.
- Assist in related public health activities as required, as part of the Public Health Emergency Operations Center (PHEOC).

Duties:

1. Undertake assessments of COVID-19 Safe Event applications to determine compliance with relevant legislation, public health directions and the Framework for COVID-19 Safe Events.
2. Undertake compliance assessments and inspections of approved COVID-19 Safe Events.
3. Assist the Senior Environmental Health Officer and the Events Framework Team with project management and implementation of the Framework and in dealings with internal and external stakeholders regarding the delivery of project outcomes.
4. Provide support and coordination to ensure that project activities are aligned to DoH policies, core business functions, targets, milestones and relevant legislation, including identifying issues and supporting negotiations that improve service delivery outcomes.
5. Provide authoritative and strategic advice and recommendations on, complex and contentious issues associated with the delivery of project activities including contributing to the development of options and solutions.
6. Develop, establish and maintain effective and collaborative relationships with key stakeholders to support the achievement of good outcomes for the business unit.
7. Prepare high level correspondence, reports and submissions for senior management, the Director of Public Health and Minister and other stakeholders as required.
8. Represent the Senior Environmental Health Officer and Events Framework team in stakeholder forums and meetings as required to support the development, implementation, review and validation of projects across COVID-19 Safe Events and Activities in Tasmania.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
10. The incumbent 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.

Key Accountabilities and Responsibilities:

The COVID Safe Events Officer will work under the broad direction of the Senior Environmental Health Officer to

- Exercise sound judgment and initiative, work with minimal supervision and demonstrate autonomy in day-to-day activities.
- Provide high level consultancy services, support, and advice to the Senior Environmental Health Officer in assessing Event Safety Plans and preparing subsequent recommendations to the Director of Public Health.
- Align with DoH policies, core business functions and relevant legislation.
- Maintain the highest standard of quality, accuracy and timeliness of advice and ensure the effective and efficient use of resources.
- Achieve sustainable outcomes by actively collaborating with key stakeholders and adopting innovative methods and approaches.

- Maintain effective relationships with key stakeholders, including Department of State Growth, WorkSafe Tas and Department of Communities.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. High level project management and organisational skills, including the ability to plan, coordinate and be responsible for several concurrent project activities while working in an environment subject to strict timeframes and change.
2. Demonstrated experience working in a regulatory assessment and compliance role; including proven expertise, knowledge, and experience in the principles of risk assessment, compliance, or legislative interpretation with a demonstrated ability to provide high level advice to a range of stakeholders and senior managers.
3. Ability to produce high quality written documentation in a variety of communication formats for a range of target audiences.
4. Highly developed interpersonal and oral communication skills, including the ability to build productive relationships with staff, management, and key stakeholders, and resolve complex issues by providing options and solutions.
5. Understanding of, and a demonstrated commitment to, a team approach, together with demonstrated capacity to exercise independent judgment and initiative.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).