



TASMANIAN FIRE BRIGADES CHAMPIONSHIPS ASSOCIATION

STATEMENT OF DUTIES

POSITION TITLE:

Executive Officer (Honorary)

POSITION STATUS:

Fixed Term 2 Years

POSITION OBJECTIVE:

To provide executive and administrative support to the Executive Committee of the Tasmanian Fire Brigades Championships Association (TFBCA) in accordance with the TFBCA Constitution.

PRIMARY DUTIES:

1. Coordinate meetings of the TFBCA including the preparation and dissemination of all meeting papers – agendas, minutes, inward and outward correspondence and venue booking arrangements.
 2. Prepare all outward correspondence in a concise, professional and timely manner.
 3. Receive and disseminate all inward correspondence in a timely and efficient manner.
 4. Maintain the TFBCA information located on the Tasmania Fire Service (TFS) website and the TFBCA Facebook page.
 5. Coordinate sponsorship activities including the preparation of advertising material and any agreements or other documentation that may be required.
 6. Maintain records of preferred contractors and suppliers.
 7. Provide support to any sub-committees that may be formed from time to time.
 8. Represent the TFBCA at intra and interstate meetings and other events where required.
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LEVEL OF RESPONSIBILITY:

Responsible to the TFBCA President for:

- The provision of timely and accurate information in relation to all TFBCA matters;
- Accurate preparation of all written correspondence;
- The completion of allocated tasks within agreed timeframes, and;
- Ensuring all work is undertaken according to safe work practices.

Direction/Supervision Received:

The Executive Officer receives direction from the Executive Committee however overall supervision and guidance is provided by the TFBCA President. Once tasks are assigned, issues to be considered discussed and outcomes agreed, the incumbent is expected to work independently using judgement and initiative.

KNOWLEDGE AND SKILL CRITERIA:

1. High level interpersonal, written and verbal communication skills, with an ability to negotiate and liaise with a wide range of internal and external customers in an efficient manner together with high level telephone and personal communication skills.
2. Well-developed organisational skills as well as the ability to work without supervision, to be adaptable and flexible, manage variable workloads and to prioritise work in order to meet agreed timeframes.
3. High level computer skills with a proven ability to use a variety of software, in particular word processing, spreadsheets and email programs efficiently and effectively.

Essential Requirements:

- Registered as a member of the TFS.

Desirable Requirements:

- Knowledge of Microsoft Office applications, and;
 - A current Driver's Licence.
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WORKING ENVIRONMENT:

The TFBCA is an Association that provides a highly competitive environment in support of the development and maintenance of operational firefighting skills, in a realistic and challenging way that encourages camaraderie between Tasmanian firefighters.

The Executive Committee comprises the following honorary positions:

- President
- Vice President
- Executive Officer
- Treasurer
- 3 Executive Committee Members

Wherever possible TFS resources are utilised for conducting the Association business affairs, this includes the use of TFS venues for meetings and workshops, vehicles for travel, computers including hardware and software for information technology and, support from Corporate Services in relation to the conduct of the annual State Firefighter Championships.

As a registered member of TFS, the incumbent is expected to actively participate in developing and maintaining safe work practices. The incumbent is also expected and encouraged to behave in a manner consistent with the State Service Principles, Code of Conduct, TFS Values and TFS desired working environment. The TFS promotes a safe workplace where members act with service, professionalism, integrity and consideration.

The TFBCA is an affiliate of the Australasian Firefighter Championships Committee and is represented by two delegates on the Committee. The Australasian Firefighter Championships are conducted every two years.

The position is honorary and no remuneration is payable. The TFBCA will reimburse the incumbent for all reasonable out-of-pocket expenses incurred whilst carrying out the business of the TFBCA.

The position is not based in any particular location although regular meetings of the Executive Committee are held at TFS Northern Region Headquarters in Youngtown. The annual State Firefighter Championships are conducted at Invermay Park in Launceston.

There are no pre-determined working hours for the position however periods of higher activity occur when approaching the annual Championships which is normally held in October or November of each year.

For further information on the TFBCA please refer to the TFS Website: <http://www.fire.tas.gov.au/Show?pagelD=colAssociations>

APPROVED

MARK DOBSON

PRESIDENT

2ND MARCH 2016