



# TASMANIAN FIRE BRIGADES CHAMPIONSHIPS ASSOCIATION

## STATEMENT OF DUTIES

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**POSITION TITLE:**

Vice President (Honorary)

**POSITION STATUS:**

Fixed Term 2 Years

**POSITION OBJECTIVE:**

To assist the President and provide leadership, strategy and direction for the Tasmanian Fire Brigades Championships Association (TFBCA) in accordance with the TFBCA Constitution.

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**PRIMARY DUTIES:**

1. Assist with the development and implementation of systems and procedures that ensures the TFBCA operates in an efficient and effective manner.
  2. Assist to lead, promote and maintain a safe and effective workplace based on fairness and equity in accordance with TFS policies, and develop and drive the implementation of the Championships safety management plan.
  3. Monitor, analyse and make recommendations for the improvement of the Championships and TFBCA.
  4. Foster and develop ongoing relationships with TFS brigades, corporate sponsors and other key stakeholders.
  5. Provide support to any sub-committees that may be formed from time to time.
  6. Represent the TFBCA at intra and interstate meetings and other events where required.
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**LEVEL OF RESPONSIBILITY:**

Responsible to the President for:

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

### **Direction/Supervision Received:**

The Vice President receives broad direction from the Executive Committee. The incumbent is required to consult with and in some measure be guided by the Executive Committee however, once tasks are assigned, issues to be considered discussed and outcomes agreed, the incumbent is expected to work independently using judgement and initiative.

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### **KNOWLEDGE AND SKILL CRITERIA:**

1. High level leadership, conceptual, analytical and strategic skills together with an ability to understand and manage the business affairs of the TFBCA.
2. High level of managerial competence, involving the initiation, development and implementation of systems for the effective management of people, programs and a demonstrated ability to manage financial and physical resources.
3. High level interpersonal skills including strong leadership proficiency and the ability to model the TFS values and behaviours while working well with a diverse range of people. Highly developed communication, negotiation, and conflict resolution skills enabling the development of partnerships and positive relationships.
4. Highly-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.

### **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 by video conference at TFS Regional Headquarters facilities located in Hobart, Youngtown and Burnie. Face to face meetings are generally held at 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>

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**APPROVED**

**MARK DOBSON**

**PRESIDENT**

**27<sup>TH</sup> FEBRUARY 2018**