

From: [Courtenay Mackie](#)
To: [JEMS](#)
Cc: [Renee Treloar](#)
Subject: 31027 : FW: EMQ new positions
Date: Tuesday, 22 February 2011 1:51:26 PM
Attachments: [DCS State Duty Supervisor 007.doc](#)

Good afternoon,

Please find attached role description for evaluation for State Duty Supervisor, Emergency Management Queensland.

The cost centre for the evaluation is 5991314.

The State Duty Supervisor reports to the Executive Manager, State Disaster Coordination Centre (AO8).

Can you please evaluate this position as soon as possible and inform me of the outcome.

If there are any questions in relation to the assessment please do not hesitate to contact me.

Regards
Courtenay

Courtenay Mackie | Senior Human Resources Consultant | HR Services | Human Resources Branch | Corporate Support Division | Department of Community Safety | ☎ (07) 3635 3352 (53352) | Courtenay.Mackie@dcs.qld.gov.au

From: Renee Treloar
Sent: Monday, 21 February 2011 4:16 PM
To: Courtenay Mackie
Subject: FW: EMQ new positions

Courtenay,

Can you action this ASAP please? Please let me know what your proposed course of action is for having these assessed.

Renée Treloar BSc(Hons) Psych
Manager, HR Services and Reporting

Phone: 3635 3712

Mobile NR

From: Christine Axelby
Sent: Tuesday, 15 February 2011 11:29 AM
To: Renee Treloar
Subject: FW: EMQ new positions

Renee

Would you please arrange for the following assessments as a matter of priority

Thanks

Christine Axelby

Director, HR Services Unit
Human Resources Branch
CSD, Department of Community Safety

Telephone: 3635 3234 (ext 53234)

Fax: 3247 8610

Email: Christine.Axelby@dcsc.qld.gov.au

Mail: GPO Box 1425, Brisbane Q 4001

From: Greg Coughlan
Sent: Tuesday, 15 February 2011 9:16 AM
To: Christine Axelby; Peta Robertson
Subject: FW: EMQ new positions

Chris

Can you please arrange.

Greg Coughlan

Executive Director
HR Branch
Corporate Support Division
Department of Community Safety
GPO Box 1425, Brisbane 4001
☎ Ph: 07 3635 3647
📠 Fax: 07 3247 8610



please consider the environment before printing this email.

From: Peta Robertson
Sent: Tuesday, 15 February 2011 09:05
To: Greg Coughlan
Subject: EMQ new positions

Hi Greg

As per our discussion last week and the DG's desire to move quickly on these roles can you please:

Have the new position of State Duty Officer benchmarked (OO6) against the current Watch Desk Officer (OO6)

Have the new position of State Shift Supervisor (OO7) evaluated

There have been no changes to the assessment criteria of the State Duty Officer from the current Watch Desk Officer role. The only change in this role description is to the duties which provide more focus on the activation and reporting of SES.

The State Shift Supervisor position is based on the Watch Desk role but reflects the greater responsibility and supervisory nature of this role.

It is our intention to advertise these ASAP and we may put out an EOI to get people to fill the roles until the permanent appointments can be made.

Happy to provide any further information necessary.

Thanks for your assistance.
Kind regards

Peta

Peta Robertson | **Executive Officer** | **Emergency Management Queensland, Department of Community Safety** | **Mail: GPO Box 1425 Brisbane Q 4001** | **Phone: 07 3635 3512 x53512** | **Fax: 07 3247 8505** | **Mobile:** NR | **Email: Peta.Robertson@dcs.qld.gov.au** |

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Released under RTI

role DESCRIPTION



Title: State Duty Supervisor

Classification: OO7 (xxxxxx) plus applicable penalties and shift allowances

Employment Type: Permanent Full Time

Division: Emergency Management Queensland (EMQ)

Branch: Operations Branch

Unit: State Disaster Coordination Centre

Location: Kedron

Vacancy Ref No: TBA

Closing Date: TBA

Contact Officer: Contact Officer
Title
Phone Number
Email address

PURPOSE OF THE ROLE

Operations Branch is established to ensure the efficient, effective and appropriate delivery of services for disaster management and the State Emergency Service, direct to clients such as local government, SES units and members, government agencies and to the public.

The Branch must have a client service focus and must ensure that services are aligned, integrated and easy to access.

The scope of issues covers matters occurring before, during and after disaster events. The Branch must ensure that EMQ maintains a state of operational readiness to fulfil its role as described in the Disaster Management Act and to aid all participants in the disaster management system (state agencies, other levels of government, volunteer organisations, NGO's) to properly prepare, plan and train for their roles.

The Branch must ensure that disaster management systems and processes are up to date and support disaster management best practice.

Further, the Branch has a particular focus on ensuring an effective training environment for disaster management and SES volunteers is in place and supported.

SDCC

The purpose of this Unit is to ensure the State Disaster Coordination Centre is ready to transition to effective operational mode at any time. This requires ensuring that: sufficient staff are identified and trained to operate all Centre functions; staffing is scalable and sustainable to cover events of any scale; staff competencies are current and regularly tested; procedures and doctrine are developed, accessible and current; arrangements are in place with state government agencies to provide competent liaison officers; necessary arrangements and agreements are in place with the Commonwealth Government for response and recovery assistance (plans and DACC requests); and the 24/7 watch desk function is managed effectively.

ARE YOU THE RIGHT PERSON FOR THE JOB?

Mandatory Requirements

- The position will involve rostered shift duties in an environment where roster changes can occur at short notice and the requirement to be contactable for advice and consultation.

Highly Desirable Requirements

- Nil.

RESPONSIBILITIES

- Manage the 24/7 Watch Desk to ensure that warnings and other emergency information are assimilated, assessed and reported on that affect to the Queensland community.
- Manage the State Duty Officer to ensure that the agency's 132500 number is coordinated and that the State Emergency Service is activated when required.
- Oversee the research and analysis of data from the Bureau of Meteorology, Joint Australian Tsunami Warning Centre and other national and international bodies that could impact on the safety of Queenslanders.
- Develop and maintain effective relationships with a range of senior executives, departmental staff across Queensland, contacts across all agencies within the disaster management system as well as the departmental media staff.
- Manage a portfolio of projects focussed on the long term preparation of the state for disaster events.
- Undertake timely and accurate research, analysis, and preparation of policy advice in relation to disaster management service delivery and responses for departmental and Ministerial correspondence, briefing notes, speech notes, reports and Cabinet submissions.
- Provide strategic advice to management about the need for further staff and the activation of the State Disaster Coordination Centre.
- Foster teamwork and assist in the ongoing development of staff through performance, planning and review.
- Undertake and support operational duties during emergencies and disasters as necessary.

BASIS FOR SELECTION

1	Demonstrated ability to lead a team within a volunteer oriented and disaster management environment.
2	Demonstrated high level competence in emergency related incident management to analyse and provide expert advice about incidents and events, including the ability to co-ordinate emergency operations.
3	High level knowledge or the ability to rapidly acquire knowledge of and apply disaster management concepts and principles within a diverse environment.
4	High level demonstrated interpersonal, written and oral communication skills including the ability to problem solve, develop and maintain effective relationships and networks, liaise, consult and negotiate with a diverse range of clients and stakeholders and ability to prepare comprehensive reports, operational briefings, ministerial correspondence, operational policies and plans.

ADDITIONAL INFORMATION

- Delegations and authority to act – this position may be required to exercise certain powers in accordance with legislation. Refer to the Agency's Instruments to Delegate Powers for details.
- This role description provides the minimum requirements for the role. The incumbent may be required to undertake other duties as required.
- On appointment to this position a probationary period may apply.
- All staff must comply with their responsibilities under the:
 - **The Workplace Health and Safety Act 1995** - <http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSA95.pdf>; and
 - **The DES WHS Accountabilities Matrix** - <http://www.emergency.qld.gov.au/publications/pdf/DCS%20Accountability%20matrix%20oct%202009.doc>

ADDITIONAL INFORMATION (Cont'd)

- Reporting Relationships:
 - this position supervises a Watch Desk Officer and a State Duty Officer on each shift, and
 - this position reports to the Executive Manager, State Disaster Coordination Centre.
- Organisational structure – refer to the EMQ Portal page or contact officer.
- Delegations - in accordance with approved Human Resource (HR) and Financial Delegations.
- Pre-employment checking – reference checking, criminal history checking, and integrity checking may be undertaken as a condition of employment.
- The successful applicant for this position will be required to undergo a security clearance.

WORK ARRANGEMENTS:

Appointee will work, on average 36 hours 15 mins over a 7 day roster period. The hours of work arrangements will usually consist of 12 hour 5 min shifts. These shifts will run from 6.30am to 6.35pm (Day Shift) and 6.30pm to 6.35am (Night Shift). During periods when no Watch Desk Officers are on leave or otherwise absent, one shift cycle will consist of 5 x 7 hour 15 min days on a Monday to Friday basis. Officers will work a rotational shift roster over 28 day periods. For more information, refer to the contact officer for the Summary of Key Employment Conditions.

OPERATIONAL DUTIES:

During times of emergency or disaster, you may be required to participate in operational duties. This may require work outside of normal hours (e.g. night shift), including weekends and also necessitate deployment to other parts of the State for an indeterminate period as necessary. Operational duty hours of work will be in accordance with the Divisional Hours of Work Provisions. Entitlements and conditions for specified public service employees in critical incident circumstances is prescribed in the Critical Incident Entitlement and Conditions Directive.

Want to know more? Refer to the Applicant Information Kit and visit the following website:

www.communitysafety.qld.gov.au

From: [Tessier, Graeme](#)
To: [JEMS](#)
Subject: 31027 31033 FW: EMQ new positions
Date: Wednesday, 2 March 2011 1:10:26 PM
Attachments: [110301 State Duty Supervisor 007 \(2\) RD.doc](#)
[110301 State Duty Officer JAQ.doc](#)
[110301 State Duty Officer 006 \(2\) RD.doc](#)
[110301 State Duty Supervisor JAQ.doc](#)
[SDCC.doc](#)
[RTA Form 007.pdf](#)
[RTA form 006.pdf](#)

Thank you Karen. Peter Sproule will be the contact manager for the roles. Graeme.

Graeme Tessier

Manager, Senior Executive Services

Shared Service Agency

Telephone: (07) 3234 0840, and NR

Email: graeme.tessier@ssa.qld.gov.au

Confidential fax: (07) 3405 5069

Floor 16,

160 Mary street

Brisbane Qld 4000

From: Karen Caughey [mailto:Karen.Caughey@dcs.qld.gov.au]
Sent: Wednesday, 2 March 2011 12:46 PM
To: Tessier, Graeme
Cc: Renee Treloar; Courtenay Mackie
Subject: FW: EMQ new positions

Hi Graeme

In Courtenay's absence I have been asked to forward onto you the JAQ's for the Duty Officer positions. Please do not hesitate to contact Courtenay or myself if you require any further information.

regards

Karen

Karen Caughey | A/Principal HR Consultant | HR Services and Reporting Team | HR Services Unit |
Corporate Support Division | Department of Community Safety | Phone: 3635 3780 | Fax: 3247 8610 |
Email: Karen.Caughey@dcs.qld.gov.au.

From: Ken Hawkins
Sent: Tuesday, 1 March 2011 5:12 PM
To: Christine Axelby
Cc: Renee Treloar; Courtenay Mackie; Karen Caughey; Agnes Powell
Subject: RE: EMQ new positions

Please find attached JAQ's, Org Chart, RTA's, RD's for these positions.

It would be appreciated if these documents could be used to progress the following actions:

- Internal PPE Check
- Job Evaluations by SSA

Further recruitment actions will be dependent on the evaluation outcome.

Thank you for your assistance.

Ken

From: Ken Hawkins
Sent: Tuesday, 1 March 2011 13:58
To: Christine Axelby
Cc: Renee Treloar; Courtenay Mackie; Karen Caughey
Subject: RE: EMQ new positions

Thank you, Christine - I'm working on the JAQ's for EMQ to review and I'll arrange for the RTA's to progress to HR.

Regards

Ken

From: Christine Axelby
Sent: Tuesday, 1 March 2011 13:38
To: Ken Hawkins
Cc: Renee Treloar; Courtenay Mackie; Karen Caughey
Subject: RE: EMQ new positions
Importance: High

Ken

Whilst there is no official process to seek an expedited process, we have been informed that they will review these as soon as possible. As reiterated earlier, any additional information such as the JAQs will assist in the early assessment of these roles.

Further, if you are also able to commence the paperwork around the RTA process and forward them as soon as possible, we could look at commencing the internal PPE process early, in the anticipation that the analysis does not result in an alteration to the role descriptions.

Regards

Christine Axelby
Director, HR Services Unit
Human Resources Branch
CSD, Department of Community Safety

Telephone: 3635 3234 (ext 53234)
Fax: 3247 8610
Email: Christine.Axelby@dcs.qld.gov.au
Mail: GPO Box 1425, Brisbane Q 4001

From: Christine Axelby
Sent: Tuesday, 1 March 2011 11:04 AM
To: Ken Hawkins
Cc: Renee Treloar; Courtenay Mackie; Karen Caughey
Subject: RE: EMQ new positions

Ken

We are seeking further information from the SSA regarding the expidition of the evaluations. We have been advised that in relation to their general workload they are in front of their timeframes however we will be seeking further information from the manager of the area to try and faciliate the process. I believe Courtenay has already advised that if the questionnaire is completed by EMQ up front this would be able to assist the process in occurring faster, so the sooner these are provided back would be of considerable benefit. We are still looking at what other options are available. For example we can consider trying to fast track the advertisement processes, i.e. run the internal PPE process whilst the evaluations are still occurring, however this would only be successful if no changes are required to the role description.

Regards

Christine Axelby

Director, HR Services Unit
Human Resources Branch
CSD, Department of Community Safety

Telephone: 3635 3234 (ext 53234)

Fax: 3247 8610

Email: Christine.Axelby@dcs.qld.gov.au

Mail: GPO Box 1425, Brisbane Q 4001

From: Ken Hawkins
Sent: Monday, 28 February 2011 6:00 PM
To: Christine Axelby
Cc: Renee Treloar; Courtenay Mackie; Karen Caughey
Subject: FW: EMQ new positions

Hi Christine

I have advised Peta of the status of this matter as advised by SSA to Courtenay earlier today. As per my earlier advice to Courtenay, there is a high expectation from the D-G that these positions be operationalised by 1/4/11. The attached email from me to Peta contains advice on indicative timelines for the recruitment and selection process. As you can see, there are some considerable already existing challenges in meeting the D-G's expectations. These indicative timelines will be further extended if the requested evaluations can not be finalised until 8/3/11.

Before any attempt is made to manage the D-G's expectations on the likely timeframe for filling these positions, I would like to assure EMQ that every effort has been made to expedite the evaluations. Your assistance and advice on what strategies are available (e.g. in-house assessments, benchmarking etc) to progress the evaluations of these two new positions to finalisation by no later than 2/3/11 would be appreciated.

Thank you.

Ken

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Released under RTI - DTMR

JOB ANALYSIS QUESTIONNAIRE

Agency Name: Emergency Management Queensland, Department of Community Safety

Position Title: State Duty Officer

Position Details	
<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Existing Position
Proposed Stream	Position Number: _____ Job ID (if applicable): _____
Senior Officer <input type="checkbox"/>	<input type="checkbox"/> Review
Administrative <input type="checkbox"/>	<input type="checkbox"/> Upgrade
Professional <input type="checkbox"/>	<input type="checkbox"/> Downgrade
Technical <input type="checkbox"/>	<input type="checkbox"/> Transfer Across Streams
Operational <input checked="" type="checkbox"/>	

Reporting Relationships	
Reports to Position Title: State Duty Supervisor Position Number: TBC	Classification: OO7 (TBC)

Name of person completing this questionnaire: Ken Hawkins	Title: Principal HR Officer	Ph: 3635 3489
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Contact Person for further information: Peta Robertson	Title: Executive Officer, Directorate, EMQ	Ph: 3635 3512
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Approving Officer (supervisor)	
Name: Bruce Grady	Signature:
Title: Asst D-G, EMQ	Date: 1/3/11

Please ensure the following documents/information are also provided when submitting a job evaluation request to the Shared Service Agency:
<input checked="" type="checkbox"/> Job Description
<input checked="" type="checkbox"/> Organisational Chart

Completing a Job Analysis Questionnaire ("the JAQ") for a position your agency wants evaluated can seem a time-consuming and demanding task when you first look at it, compared to just sending a PD to be evaluated. But it will be time well spent.

JEMS, the Qld government's position evaluation tool, expresses the "value" of a position to an agency in work-value points. Work-value points come from analysis of three factors, divided into eight sub-factors, considered to be present in all jobs in the Queensland public service. The three factors and eight sub-factors are:

EXPERTISE	JUDGEMENT	ACCOUNTABILITY
Expertise is assessed in terms of the 1. Knowledge required and 2. Interpersonal skills needed by the position and the 3. Breadth of its interactions.	Judgement is assessed in terms the 4. Complexity or "turbulence" of situations the position faces and the 5. Position's need to reason regarding problems.	Accountability is assessed in terms of the 6. Size of the position's impact , its 7. Independence and influence and its 8. Authority and accountability .

It is important for you to know:

1. **JEMS is an evidence-based system.** SSA evaluators *interpret* the information; but they do this using only the information and data you provided, and within the technical rules of the JEMS system.
2. Completing the JAQ accurately and comprehensively **supplies information on all eight matters the JEMS system uses** to recommend the appropriate grading for the evaluated position. Only a completed JAQ gives evaluators all the information they need. A PD is a poor substitute for a JAQ for JEMS purposes.

Please skim read the entire JAQ before you commence, and keep these things in mind:

1. Consider the full scope of the position's duties and responsibilities
2. Describe the position as it really is, not as it may have been in the past or could be in the distant future
3. Insert additional rows for information in each box by Tabbing if required
4. Please use the Additional Information box (p.7) to tell us anything extra you think is relevant, e.g., the role need to be filled by a sworn officer, etc. Also insert electronically any relevant documents such as business plans, list of delegations, etc you wish at the end of the JAQ.

If you are not sure how best to answer a question, please send us your question to JEMS@ssa.qld.gov.au or phone SSA JEMS section for assistance (3239 3961) and ask to speak to Senior Consultant.

Giulio D'Alessandro
 Senior Consultant
 Workplace & Evaluation Services
 SSA
 September 2010
 (07) 3239 3961

1. Changes to the position *(not required for new positions)

If this is an evaluation of an existing position, please advise what significant changes have occurred to this position since it was last evaluated?

Not required

2. Purpose of the position

Could you please advise the purpose of the position, including what the position delivers or contributes

Example: The purpose of the role is to manage personnel services for the department, including payroll, staff entitlements, establishment records and recruitment activities.

Work autonomously and as part of a team to assimilate, assess, report on activities relating to the activation of the State Emergency Service

3. Work Performed –what does the position do and how

Please describe each major area of **work performed/services provided/advice given** by the position, stating briefly how each major area is achieved. Also estimate the approximate percentage of working time devoted to each major area in a typical month, quarter or year (depending on the way the work is organised).

Example 1. Identify and meet training needs by developing and delivering training programs for staff of the department
30%

Example 2. Perform hospitality duties for meetings and conferences by organising and serving teas and lunches for meetings attended by internal and external personnel.
5%

Task or Activity	Percentage of time spent each fortnight
Support EMQ's SES emergency contact service (132500) by coordinating requests for assistance and forwarding issues to management and stakeholders	30%
Provide data and reports on activities to EMQ regions regarding requests relating to their areas of responsibility	30%
Coordinate a broad portfolio of activities which will be focussing on the long term preparation of the state for disaster events.	20%
Provide strategic advice to management about the need for further staff and the activation of the State Disaster Coordination Centre	10%
Undertake and support operational duties during emergencies and disasters as necessary	10%

Note: total of percentage should be approximately 100%

Knowledge, Skills and Experience necessary for this role

1. To perform the role of the position well what type of knowledge is necessary?

Knowledge	Example
Information and Communications Technology and software applications	To effectively operate and maintain technology based systems in an environment where support may not be readily available.
Disaster management concepts and principles	To determine appropriate courses of action in response to incidents and events and other information coming in to the centre

2. To perform the role of the position well, what type of key skills or abilities are required?

Key Skill or Ability	Example
Liaison Skills	To maintain effective relationships with a range of senior executives,

	departmental staff across Queensland, contacts across all agencies within the disaster management system as well as the departmental media staff.
Analytical Skills	To assess information and determine courses of actions in relation to emergency incidents and events
Communications Skills	To maintain effective relationships and networks, liaise, consult and negotiate with a diverse range of clients and stakeholders and to prepare comprehensive reports, operational briefings, ministerial correspondence, operational policies and plans

3. To perform the role of the position well what **experience**, if any, is necessary?

Experience	Example
Emergency related incident management	To analyse and provide expert advice in response to incidents and events, including the ability to co-ordinate emergency operations.

4. What level of mandatory qualifications, if any, is required to perform this role? *(A mandatory qualification is only to be specified if it is essential to satisfy a legal, registration and/or accreditation purpose or is a requirement of a professional body)*

YES ☐ **NO** ☐ (If yes, please advise what qualifications are required and how they are used)

Nil

5. Does the position have any responsibility for directing and/or reviewing the work of others?

YES ☐ **NO** ☐

(If yes, please describe, including who with and how often)

Indirectly – Requests for assistance and related issues may be allocated to others for action – Outcomes will be monitored for completion.

6. Contacts within the agency

Please identify the key contacts with which the position liaises within your organisation. Also include the purpose of these interactions and how often the position is required to liaise with these contacts.

Interactions can include advice sought, provide advice, negotiation, influence, facilitate, motivate, training and development, team work, and professional counselling.

Position title	Purpose of interaction	Frequency (daily/weekly etc)
Regional Directors, EMQ	Liaison in relation to requests for assistance and related issues in a Region	Daily
Local Controllers, SES	Co-ordinate requests for assistance	Daily
EMQ Media Officers	To provide information on disaster related activities	As required. Multiple occasions per day during disaster operations
Director, Operations EMQ	To provide information on disaster related	As required. Multiple

	activities	occasions per day during disaster operations

7. Contacts external to the agency

Please identify the key contacts with which the position liaises external to your organisation. Also include the purpose of these interactions and how often the position is required to liaise with these contacts.

Interactions can include advice sought, provide advice, negotiation, influence, facilitate, motivate, training and development, team work, and professional counselling.

Position title and Organisation	Purpose of communication	Frequency (daily/weekly etc)
Emergency Contact Officers, Govt Agencies	To ensure timely support during critical incidents and natural disasters.	As required. Multiple occasions per day during disaster operations
Industry Reps	To ensure timely delivery of supplies, resources and support during critical incidents and natural disasters.	As required. Multiple occasions per day during disaster operations

8. Relationships with Committees, Working Parties, Projects etc.

Performance of the duties and responsibilities of the position may involve membership of groups run by the organisation, or run by another organisation. This includes committees, project teams, task forces, working parties, contact/liason/community/women's/special interest/working groups.

Name of group	Position's role in group	Frequency of involvement
Internal Departmental Forums	To identify issues arising from operational activity, develop procedures and participate in projects designed to address those issues	Monthly

Judgement

1. Is this position responsible for the development, redefinition or modification of strategies, policies, procedures, systems or methods?

Part of a team contributing to the development and review of plans and policies to ensure consistency with best practice and contribute to the operational preparedness of the State Disaster Coordination Centre

2. Will this position be required to undertake analysis, interpretation or problem solving?

Requirement	Frequency (daily/weekly etc)
Required to analyse, interpret, provide advice and act on information coming in to the centre	Daily

3. Please describe what challenges, such as changing legislation, new technology or changing client requirements, impact on this position.

Type of Challenge	Impact
Dynamic nature of disaster/emergency related events	Required to assess situations and take informed and decisive action

Accountability

1. What independence or influence does the role have on the decisions made in relation to the advice or support provided?

The role provides the first level of authoritative advice in relation to disaster/emergency management situations occurring during rostered shift.

2. Please give examples of the actions taken or decisions made by the position after discussion with their supervisor.

Decisions in providing advice and/or recommending action in relation to requests for assistance, including resourcing needs and escalation requirements

3. What are the impacts of the decisions and who/what will be affected by them?

Decision	Impact
Decision to act on information received through the centre	Safety of Queenslanders

Budget – Financial Year

Please ESTIMATE below the financial resources the position [being evaluated] is responsible for managing in the current financial year.

Operating	\$
Staffing (salaries and on-costs)	\$
Capital (major equipment, other large assets, etc)	\$
TOTAL	\$Nil

Earned Revenue (sales, etc)	\$
Assets	\$
Projects	\$

Organisational chart

Please freehand draw (or Insert an electronic copy here) of the organisational chart showing:

- (1) The Supervisor of the position being evaluated
- (2) All positions and their grades which also report directly to the Supervisor, and
- (3) The positions and their grades which report directly to the position being evaluated.

Other Information

Please list any other information (not covered elsewhere) which you feel would be helpful in understanding the nature, scope or purpose of the position:

- A. Special assignments or projects
- B. Budget involvement for the area
- C. Financial authorities, number of enquiries per week
- D. Level of reliance of other people on the position
- E. Contact with clients/members of the public
- F. Geographical areas covered

1. Shift work position with limited immediate support during night shifts or weekend shifts
2. Significant information being monitored and acted on as needed
3.
4.
5.

role DESCRIPTION



Title:	State Duty Officer
Classification:	OO6 (\$61 873 - \$65 174 p.a.) plus applicable penalties and shift allowances
Employment Type:	Permanent Full Time
Division:	Emergency Management Queensland (EMQ)
Branch:	Operations Branch
Unit:	State Disaster Coordination Centre
Location:	Kedron
Vacancy Ref No:	TBA
Closing Date:	TBA
Contact Officer:	Contact Officer Title Phone Number Email address

PURPOSE OF THE ROLE

Operations Branch is established to ensure the efficient, effective and appropriate delivery of services for disaster management and the State Emergency Service, direct to clients such as local government, SES units and members, government agencies and to the public.

The Branch must have a client service focus and must ensure that services are aligned, integrated and easy to access.

The scope of issues covers matters occurring before, during and after disaster events. The Branch must ensure that EMQ maintains a state of operational readiness to fulfil its role as described in the Disaster Management Act and to aid all participants in the disaster management system (state agencies, other levels of government, volunteer organisations, NGO's) to properly prepare, plan and train for their roles.

The Branch must ensure that disaster management systems and processes are up to date and support disaster management best practice.

Further, the Branch has a particular focus on ensuring an effective training environment for disaster management and SES volunteers is in place and supported.

SDCC

The purpose of this Unit is to ensure the State Disaster Coordination Centre is ready to transition to effective operational mode at any time. This requires ensuring that: sufficient staff are identified and trained to operate all Centre functions; staffing is scalable and sustainable to cover events of any scale; staff competencies are current and regularly tested; procedures and doctrine are developed, accessible and current; arrangements are in place with state government agencies to provide competent liaison officers; necessary arrangements and agreements are in place with the Commonwealth Government for response and recovery assistance (plans and DACC requests); and the 24/7 watch desk function is managed effectively.

ARE YOU THE RIGHT PERSON FOR THE JOB?

Mandatory Requirements

- The position will involve rostered shift duties in an environment where roster changes can occur at short notice and the requirement to be contactable for advice and consultation.

Highly Desirable Requirements

- Nil.

RESPONSIBILITIES

- Work autonomously and as part of a team to assimilate, assess, report on activities relating to the activation of the State Emergency Service.
- Support the agency's 132500 number by coordinating requests for assistance and other diverse sources and forwarding to management and stakeholders.
- Support the State Emergency Service through allocation of requests, collating data and forwarding issues to management and stakeholders.
- Provide data and reports on activities to EMQ regions regarding requests relating to their areas of responsibility.
- Liaise with a range of senior executives, departmental staff across Queensland, contacts across all agencies within the disaster management system as well as the departmental media staff.
- Liaise and negotiate with local government, and relevant agencies at state and national level, as well as industry when necessary to ensure timely delivery of supplies, resources and support during critical incidents and natural disasters.
- Provide strategic advice to management about the need for further staff and the activation of the State Disaster Coordination Centre.
- Lead and contribute to forums to identify issues arising from operational activity, develop procedures and participate in projects designed to address those issues, review plans to ensure consistency with best practice and contribute to the operational preparedness of the State Disaster Coordination Centre.
- Coordinate a broad portfolio of activities which will be focussing on the long term preparation of the state for disaster events.
- Undertake and support operational duties during emergencies and disasters as necessary.

BASIS FOR SELECTION

1	Demonstrated ability to work independently and contribute to a multi-disciplinary team within a volunteer oriented and disaster management environment.
2	Demonstrated competence in emergency related incident management to analyse and provide expert advice about incidents and events, including the ability to co-ordinate emergency operations.
3	High level knowledge or the ability to rapidly acquire knowledge of and apply disaster management concepts and principles within a diverse environment.
4	Demonstrated interpersonal, written and oral communication skills including the ability to problem solve, develop and maintain effective relationships and networks, liaise, consult and negotiate with a diverse range of clients and stakeholders and ability to prepare comprehensive reports, operational briefings, ministerial correspondence, operational policies and plans.
5	Ability to operate and to rapidly acquire knowledge of information and communications technology including systems and software applications, and maintain accurate records.

ADDITIONAL INFORMATION

- Delegations and authority to act – this position may be required to exercise certain powers in accordance with legislation. Refer to the Agency's Instruments to Delegate Powers for details.
- This role description provides the minimum requirements for the role. The incumbent may be required to undertake other duties as required.
- On appointment to this position a probationary period may apply.
- All staff must comply with their responsibilities under the:
 - **The Workplace Health and Safety Act 1995** - <http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSA95.pdf>; and
 - **The DES WHS Accountabilities Matrix** - <http://www.emergency.qld.gov.au/publications/pdf/DCS%20Accountability%20matrix%20oct%202009.doc>

ADDITIONAL INFORMATION (Cont'd)

- Reporting Relationships:
 - this position reports to the State Shift Manager
- Organisational structure – refer to the EMQ Portal page or contact officer.
- Delegations - in accordance with approved Human Resource (HR) and Financial Delegations.
- Pre-employment checking – reference checking, criminal history checking, and integrity checking may be undertaken as a condition of employment.
- The successful applicant for this position will be required to undergo a security clearance.

WORK ARRANGEMENTS:

Appointee will work, on average 36 hours 15 mins over a 7 day roster period. The hours of work arrangements will usually consist of 12 hour 5 min shifts. These shifts will run from 6.30am to 6.35pm (Day Shift) and 6.30pm to 6.35am (Night Shift). During periods when no Watch Desk Officers are on leave or otherwise absent, one shift cycle will consist of 5 x 7 hour 15 min days on a Monday to Friday basis. Officers will work a rotational shift roster over 28 day periods. For more information, refer to the contact officer for the Summary of Key Employment Conditions.

OPERATIONAL DUTIES:

During times of emergency or disaster, you may be required to participate in operational duties. This may require work outside of normal hours (e.g. night shift), including weekends and also necessitate deployment to other parts of the State for an indeterminate period as necessary. Operational duty hours of work will be in accordance with the Divisional Hours of Work Provisions. Entitlements and conditions for specified public service employees in critical incident circumstances is prescribed in the Critical Incident Entitlement and Conditions Directive.

Want to know more? Refer to the Applicant Information Kit and visit the following website:

www.communitysafety.qld.gov.au

JOB ANALYSIS QUESTIONNAIRE

Agency Name: Emergency Management Queensland, Department of Community Safety

Position Title: State Duty Supervisor

Position Details	
<input checked="" type="checkbox"/> New Position Proposed Stream Senior Officer <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Technical <input type="checkbox"/> Operational <input checked="" type="checkbox"/>	<input type="checkbox"/> Existing Position Position Number: _____ Job ID (if applicable): _____ <input type="checkbox"/> Review <input type="checkbox"/> Upgrade <input type="checkbox"/> Downgrade <input type="checkbox"/> Transfer Across Streams

Reporting Relationships	
Reports to Position Title: Executive Manager, State Disaster Co-Ordination Centre Position Number: 11496	Classification: AO8

Name of person completing this questionnaire: Ken Hawkins	Title: Principal HR Officer	Ph: 3635 3489
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Contact Person for further information: Peta Robertson	Title: Executive Officer, Directorate, EMQ	Ph: 3635 3512
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Approving Officer (supervisor)	
Name: Bruce Grady	Signature:
Title: Asst D-G, EMQ	Date: 1/3/11

Please ensure the following documents/information are also provided when submitting a job evaluation request to the Shared Service Agency: <input checked="" type="checkbox"/> Job Description
--

☒ Organisational Chart

☐ Cost Centre _____

Completing a Job Analysis Questionnaire ("the JAQ") for a position your agency wants evaluated can seem a time-consuming and demanding task when you first look at it, compared to just sending a PD to be evaluated. But it will be time well spent.

JEMS, the Qld government's position evaluation tool, expresses the "value" of a position to an agency in work-value points. Work-value points come from analysis of three factors, divided into eight sub-factors, considered to be present in all jobs in the Queensland public service. The three factors and eight sub-factors are:

EXPERTISE	JUDGEMENT	ACCOUNTABILITY
Expertise is assessed in terms of the 1. Knowledge required and 2. Interpersonal skills needed by the position and the 3. Breadth of its interactions.	Judgement is assessed in terms the 4. Complexity or " turbulence " of situations the position faces and the 5. Position's need to reason regarding problems.	Accountability is assessed in terms of the 6. Size of the position's impact , its 7. Independence and influence and its 8. Authority and accountability .

It is important for you to know:

1. **JEMS is an evidence-based system.** SSA evaluators *interpret* the information; but they do this using only the information and data you provided, and within the technical rules of the JEMS system.
2. Completing the JAQ accurately and comprehensively **supplies information on all eight matters the JEMS system uses** to recommend the appropriate grading for the evaluated position. Only a completed JAQ gives evaluators all the information they need. A PD is a poor substitute for a JAQ for JEMS purposes.

Please skim read the entire JAQ before you commence, and keep these things in mind:

1. Consider the full scope of the position's duties and responsibilities
2. Describe the position as it really is, not as it may have been in the past or could be in the distant future
3. Insert additional rows for information in each box by Tabbing if required
4. Please use the Additional Information box (p.7) to tell us anything extra you think is relevant, e.g., the role need to be filled by a sworn officer, etc. Also insert electronically any relevant documents such as business plans, list of delegations, etc you wish at the end of the JAQ.

If you are not sure how best to answer a question, please send us your question to JEMS@ssa.qld.gov.au or phone SSA JEMS section for assistance (3239 3961) and ask to speak to Senior Consultant.

Giulio D'Alessandro
Senior Consultant
Workplace & Evaluation Services
SSA
September 2010
(07) 3239 3961

1. Changes to the position **(not required for new positions)*

If this is an evaluation of an existing position, please advise what significant changes have occurred to this position since it was last evaluated?

Not required

2. Purpose of the position

Could you please advise the purpose of the position, including what the position delivers or contributes

Example: The purpose of the role is to manage personnel services for the department, including payroll, staff entitlements, establishment records and recruitment activities.

Manage the 24/7 Watch Desk to ensure that warnings and other emergency information are assimilated, assessed and reported on that affect to the Queensland community AND the State Duty Officer to ensure that the agency's 132500 number is coordinated and that the State Emergency Service is activated when required

3. Work Performed –what does the position do and how

Please describe each major area of **work performed/services provided/advice given** by the position, stating briefly how each major area is achieved. Also estimate the approximate percentage of working time devoted to each major area in a typical month, quarter or year (depending on the way the work is organised).

Example 1. Identify and meet training needs by developing and delivering training programs for staff of the department
30%

Example 2. Perform hospitality duties for meetings and conferences by organising and serving teas and lunches for meetings attended by internal and external personnel.
5%

Task or Activity	Percentage of time spent each fortnight
Perform management role for two staff on shift, including overseeing work performed by staff, addressing training and development needs, monitoring workplace health and safety requirements and ensuring all shift administration requirements are met.	20%
Ensure that the agency's 132500 number is coordinated and that the State Emergency Service is activated when required	10%
Monitor, research, analyse and act on warnings and other emergency information from the Bureau of Meteorology, Joint Australian Tsunami Warning Centre and other national and international bodies that could impact on the safety of Queenslanders	10%
Manage a portfolio of projects focussed on the long term preparation of the state for disaster events	20%
Undertake timely and accurate research, analysis, and preparation of policy advice in relation to disaster management service delivery and responses for departmental and Ministerial correspondence, briefing notes, speech notes, reports and Cabinet submissions.	20%
Provide strategic advice to management about the need for further staff and the activation of the State Disaster Coordination Centre	10%
Undertake and support operational duties during emergencies and disasters as necessary	10%

Note: total of percentage should be approximately 100%

Knowledge, Skills and Experience necessary for this role

1. To perform the role of the position well what type of **knowledge** is necessary?

Knowledge	Example
Contemporary Human Resource Practices	To effectively manage staff in a demanding work environment
Disaster management concepts and principles	To determine appropriate courses of action in response to warnings and other information coming in to the centre

2. To perform the role of the position well, what type of **key skills or abilities** are required?

Key Skill or Ability	Example
Liaison Skills	To maintain effective relationships with a range of senior executives, departmental staff across Queensland, contacts across all agencies within the disaster management system as well as the departmental media staff.
Research and Analytical Skills	To provide policy advice in relation to disaster management service delivery matters

3. To perform the role of the position well what **experience**, if any, is necessary?

Experience	Example
Emergency related incident management	To analyse and provide expert advice in response to incidents and events, including the ability to co-ordinate emergency operations.
Project management	To manage a portfolio of projects focussed on the long term preparation of the state for disaster events

4. What level of mandatory qualifications, if any, is required to perform this role? *(A mandatory qualification is only to be specified if it is essential to satisfy a legal, registration and/or accreditation purpose or is a requirement of a professional body)*

YES ☐ **NO** ☐ (If yes, please advise what qualifications are required and how they are used)

Nil

5. Does the position have any responsibility for directing and/or reviewing the work of others?

YES ☐ **NO** ☐ *(If yes, please describe, including who with and how often)*

Setting priorities and time frames of staff on rostered shift, foster teamwork and assist in the ongoing development of staff through performance, planning and review.

6. Contacts within the agency

Please identify the key contacts with which the position liaises within your organisation. Also include the purpose of these interactions and how often the position is required to liaise with these contacts.

Interactions can include advice sought, provide advice, negotiation, influence, facilitate, motivate, training and development, team work, and professional counselling.

Position title	Purpose of interaction	Frequency
-----------------------	-------------------------------	------------------

		(daily/weekly etc)
Regional Directors, EMQ	Advise on emergency information, warnings, State Emergency Service activations and related issues in a Region	Weekly
Local Controllers, SES	Co-ordinate requests for assistance	Weekly
EMQ Media Officers	To provide information on disaster related activities	As required. Multiple occasions per day during disaster operations
Director, Operations EMQ	To provide information on disaster related activities	As required. Multiple occasions per day during disaster operations

7. Contacts external to the agency

Please identify the key contacts with which the position liaises external to your organisation. Also include the purpose of these interactions and how often the position is required to liaise with these contacts.

Interactions can include advice sought, provide advice, negotiation, influence, facilitate, motivate, training and development, team work, and professional counselling.

Position title and Organisation	Purpose of communication	Frequency (daily/weekly etc)
Emergency Contact Officers, Govt Agencies	To inform on emergency information, warnings etc	As required. Multiple occasions per day during disaster operations

8. Relationships with Committees, Working Parties, Projects etc.

Performance of the duties and responsibilities of the position may involve membership of groups run by the organisation, or run by another organisation. This includes committees, project teams, task forces, working parties, contact/liaison/community/women's/special interest/working groups.

Name of group	Position's role in group	Frequency of involvement
Disaster Management Groups as formed from time to time	Provide expert advice on disaster operations	As required. Multiple occasions per day during disaster operations

Judgement

1. Is this position responsible for the development, redefinition or modification of strategies, policies, procedures, systems or methods?

Part of a team contributing to the development and review of policies and procedures within the State Disaster Co-Ordination Centre

2. Will this position be required to undertake analysis, interpretation or problem solving?

Requirement	Frequency (daily/weekly etc)
Required to analyse, interpret, provide advice and act on information coming in to the centre	Daily

3. Please describe what challenges, such as changing legislation, new technology or changing client requirements, impact on this position.

Type of Challenge	Impact
Dynamic nature of disaster/emergency related events	Required to assess situations and take informed and decisive action

Accountability

1. What independence or influence does the role have on the decisions made in relation to the advice or support provided?

The role provides the first level of authoritative advice in relation to disaster/emergency management situations occurring during rostered shift.

2. Please give examples of the actions taken or decisions made by the position after discussion with their supervisor.

Decisions in providing advice and/or recommending action to EMQ senior management on disaster/emergency situations, resourcing needs and escalation requirements

3. What are the impacts of the decisions and who/what will be affected by them?

Decision	Impact
Decision to act on information received through the centre	Safety of Queenslanders

--	--

Budget – Financial Year

Please ESTIMATE below the financial resources the position [being evaluated] is responsible for managing in the current financial year.

Operating	\$
Staffing (salaries and on-costs)	\$180K (two subordinate staff on shift)
Capital (major equipment, other large assets, etc)	\$
TOTAL	\$180K
Earned Revenue (sales, etc)	\$
Assets	\$
Projects	\$

Organisational chart

Please freehand draw (or Insert an electronic copy here) of the organisational chart showing:

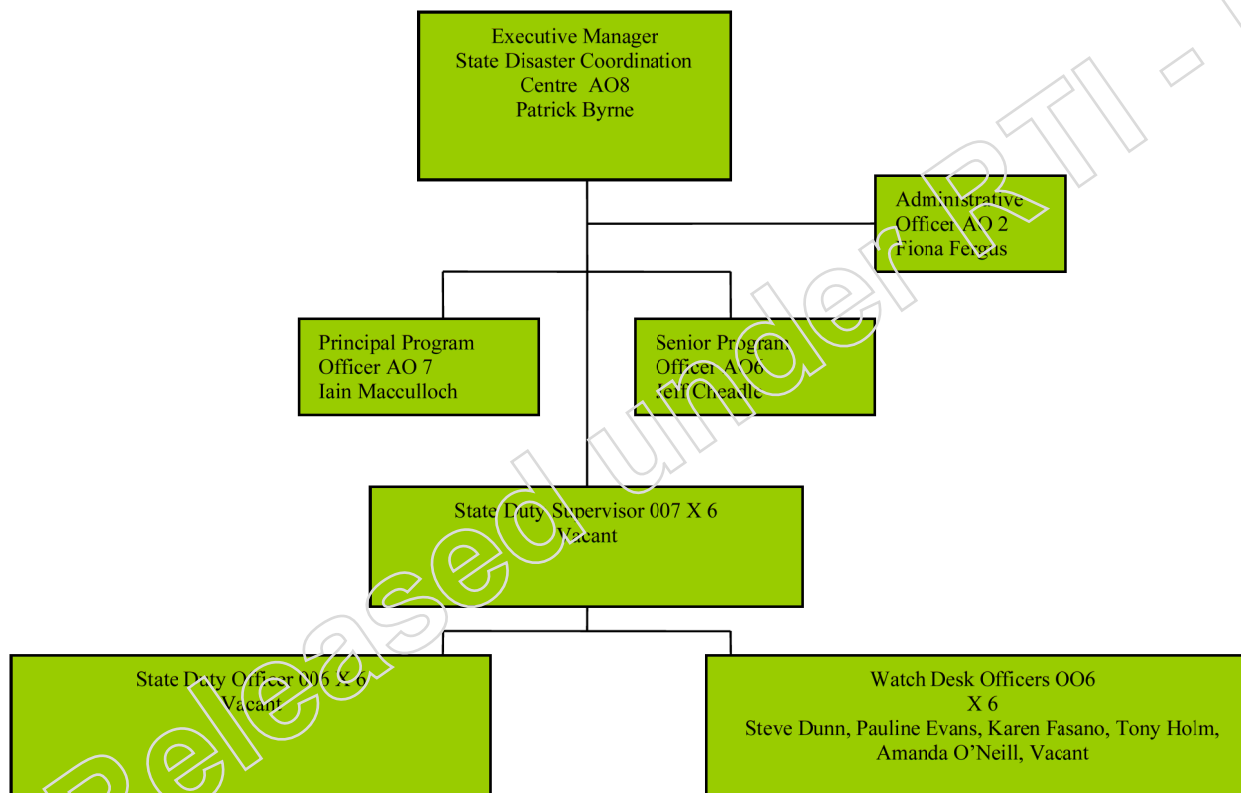
- (1) The Supervisor of the position being evaluated
- (2) All positions and their grades which also report directly to the Supervisor, and
- (3) The positions and their grades which report directly to the position being evaluated.

Other Information

Please list any other information (not covered elsewhere) which you feel would be helpful in understanding the nature, scope or purpose of the position:

- A. Special assignments or projects
- B. Budget involvement for the area
- C. Financial authorities, number of enquiries per week
- D. Level of reliance of other people on the position
- E. Contact with clients/members of the public
- F. Geographical areas covered

1. Shift work position with limited immediate support during night shifts or weekend shifts
2. Significant International and Statewide information being monitored and acted on as needed
3.
4.
5.



**Processing times (these will only apply if this form is completed correctly):**

- if your advertisement is to appear on the Smart jobs and careers site **only** - it will appear within 3 working days of when the form is submitted to the SSA
- if your advertisement is to appear on commercial job sites/newspapers/Government Gazette **and** the Smart jobs site - the deadline for sending it to the SSA is **12 noon Thursday** to appear the following week.

Before you start:

- Have you printed out the [checklist](#) to help you fill out this form quickly and correctly? ☒ Yes ☐ No
- Have you accessed your agency's [Establishment](#) and collected the information set out in the checklist? ☒ Yes ☐ No
- Are the position/s to be advertised recorded on your Establishment? ☒ Yes ☐ No
- Have you contacted your corporate HR area to check if the vacancy you are advertising is a **priority placement position**? ☒ Yes ☐ No

Please note that * indicates a mandatory field that you must complete

Section A - Position details**1. Name of your department ***

Department of Community Safety

2. Position title * (according to the Establishment)

State Duty Supervisors

3. Classification *

007

4. Number of vacancies *

6

5. Position number *

TBC (5 x full/time + 1 x part/time)

Additional
positions

**6. Organisational structure** (as per the Establishment)**Level 2 *** (ie. the first level in your Establishment below your department's name)

Emergency Management Queensland

Level 3

Operations Branch

Level 4

State Disaster Coordination Centre

Level 5**Level 6** (lowest)**7. Work location of the position *** (as per your Establishment)

Kedron

8. Reason for vacancy *

New position

8.1 Further information (e.g J Smith resigning 10 Sept 2010)**Section B: Advertising details****9. On what basis will this vacancy be filled** [Vacancy types](#)☒ Permanent full-time ☒ This position is permanent according to the establishment and can be advertised as a permanent vacancy☒ Permanent part-time Hours per f/n * 48.33 Full time equivalent * [FTE calculator](#)☒ This position is permanent according to the establishment and can be advertised as a permanent vacancy☐ Temporary full-time☐ Temporary part-time☐ Casual☐ Contract**10. Choice of advertising media** [A Guide](#)☒ Priority placement board - on Smart jobs and career site [Priority Placement Request](#)

Select a Smart jobs & careers category

Administration

Wording for ad on Smart jobs & careers site [example](#)

Short description * (max 900 characters) (character limit includes targeted vacancy details)

Job details * (max 4000 characters) (character limit includes any notes about the vacancy such as readvertised position details - applications to be resubmitted/applicants need not reapply, mandatory qualifications, identified/specified or targeted vacancy details).

Cost centre/Internal order/WBS

Percentage

%

Additional
cost centre

☒

12. Information for SSA

Section C: Contact details

Panel chairperson (The SSA will send all applications to this person, who will also be shown as the contact for feedback on unsuccessful letters to applicants).

13. Full name *

14. Position title *

15. Email address * (if there is a small number of applications the SSA will email to this address)

16. Phone number *

17. Preferred delivery
method of CD

☐ Internal mail

☐ Collect (SSA will advise when applications ready)

☐ Australia Post

☐ Courier (to be organised and paid for by agency)

☐ 18. Panel member details (if required)

Contact person specified on role description and Smart jobs and careers website for job specific enquiries

19. Full name

20. Position title

21. Email address

Warren.Bridson@dcs.qld.gov.au

22. Phone number

07 3635 3432

Administrative contact for queries regarding the information provided on this form

23. Full name

Agnes Powell

24. Position title

A/HR Officer

25. Email address

Agnes.Powell@dcs.qld.gov.au

26. Phone number

07 3635 3499

Section D: Attachments Role description

Documentation

- ☒ 27. I will attach with this form the finalised role description (electronic copy of the role description in Microsoft Word format up to 2 MB in size).
- ☒ 28. I will also attach with this form additional documents that need to be published with the advertisement.

AIK

Please email this completed form to your delegated approving officer by clicking on the 'Email completed form to delegate' button and attach all other documents required including the role description etc.
Once approved you will need to complete Section F.

Email completed form to your delegate

Section E: Departmental approval/non approval

Delegate approval/non approval

- ☒ 29. I approve advertising the above position/s in accordance with this form.
- ☒ 30. I approve the expenditure associated with advertising the above position/s and hold the relevant financial delegation. Authority is given to SSA to process payment of advertising costs.
- ☐ 31. I do not approve this request

32. Full name

33. Position title

34. Email address

35. Phone number

Please email this approved form by clicking on the 'Email form back to sender' button below

Email form back to sender

Section F: Forwarding to SSA *

Please email this approved form by clicking on the 'Submit Form' button below

Please attach any attachments as per Section D

* Please note that if your department has an additional verification process in place where this completed form is sent to another role within your department, then the publishing deadlines will not apply until the form is sent to the SSA.

Submit Form

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Before you start:

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- Have you accessed your agency's Establishment and collected the information set out in the checklist? ☒ Yes ☐ No
- Are the position/s to be advertised recorded on your Establishment? ☒ Yes ☐ No
- Have you contacted your corporate HR area to check if the vacancy you are advertising is a **priority placement position**? ☒ Yes ☐ No

Please note that * indicates a mandatory field that you must complete

Section A: Position details**1. Name of your department ***

Department of Community Safety

2. Position title * (according to the Establishment)

State Duty Officers

3. Classification *

OO6

4. Number of vacancies *

6

5. Position number *

TBC (5 x full/time + 1 x part/time)

Additional
positions

☒

6. Organisational structure (as per the Establishment)

Level 2 * (ie. the first level in your Establishment below your department's name)

Emergency Management Queensland

Level 3

Operations Branch

Level 4

State Disaster Coordination Centre

Level 5**Level 6** (lowest)**7. Work location of the position *** (as per your Establishment)

Kedron

8. Reason for vacancy *

New position

8.1 Further information (e.g J Smith resigning 10 Sept 2010)**Section B: Advertising details****9. On what basis will this vacancy be filled** [Vacancy types](#)☒ Permanent full-time ☒ This position is permanent according to the establishment and can be advertised as a permanent vacancy☒ Permanent part-time

Hours per f/n * 48.33

Full time
equivalent *[FTE
calculator](#)☒ This position is permanent according to the establishment and can be advertised as a permanent vacancy☐ Temporary full-time☐ Temporary part-time☐ Casual☐ Contract**10. Choice of advertising media** [A Guide](#)☒ Priority placement board - on Smart jobs and career site [Priority Placement Request](#)

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Administration

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Cost centre/Internal order/WBS

Percentage

%

Additional
cost centre

☒

12. Information for SSA

Section C: Contact details

Panel chairperson (The SSA will send all applications to this person, who will also be shown as the contact for feedback on unsuccessful letters to applicants).

13. Full name *

Warren Bridson

14. Position title *

A/Executive Director, Operations Branch

15. Email address * (if there is a small number of applications the SSA will email to this address)

Warren.Bridson@dcs.qld.gov.au

16. Phone number *

07 3635 3432

17. Preferred delivery
method of CD

☐ Internal mail

☐ Collect (SSA will advise when applications ready)

☐ Australia Post

☐ Courier (to be organised and paid for by agency)

☐ 18. Panel member details (if required)

Contact person specified on role description and Smart jobs and careers website for job specific enquiries

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Agnes Powell

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A/HR Officer

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AIK

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Section E: Departmental approval/non approval

Delegate approval/non approval

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☒ 30. I approve the expenditure associated with advertising the above position/s and hold the relevant financial delegation. Authority is given to SSA to process payment of advertising costs.

☐ 31. I do not approve this request

32. Full name

33. Position title

34. Email address

35. Phone number

Please email this approved form by clicking on the 'Email form back to sender' button below

Email form back to sender

Section F: Forwarding to SSA *

Please email this approved form by clicking on the 'Submit Form' button below

Please attach any attachments as per Section D

* Please note that if your department has an additional verification process in place where this completed form is sent to another role within your department, then the publishing deadlines will not apply until the form is sent to the SSA.

Submit Form

From: [JEMS](#)
To: Courtenay.Mackie@dcsc.qld.gov.au
Subject: Evaluation Results: State Duty Supervisor
Date: Friday, 4 March 2011 9:27:55 AM
Attachments: [EvalResult_31027.pdf](#)

Hi Courtenay,

Attached is the Evaluation/Moderation Record for the following position:

State Duty Supervisor

Department of Community Safety

Emergency Services

Emergency Management Qld

Operations Branch

State Disaster Coordination Centre

Kedron

If you would like this outcome reviewed, please contact the Job Evaluation Unit to discuss.

A "Position Details" form is required by Establishment to reclassify/create this position.

When you decide to recruit for this position, send the Position Description and "Request to Advertise a Vacancy" form to the Advertising Unit, Shared Service Agency. Please indicate the JEMS ID number on the "Request to Advertise a Vacancy" form as this will assist in the advertising process.

Regards,

Colin Miller

Consultant, Workplace and Evaluation Services

Workforce Services Branch

Shared Service Agency

Phone: (07) 3224 3720

FAX: (07) 3009 0525

E-mail: JEMS@ssa.qld.gov.au

www.ssa.qld.gov.au

Supported and connected government

JEMS ID: 31027**State Duty Supervisor**

This position has been evaluated and moderated using the Job Evaluation Management System. Results are shown below:

Department of Community Safety
Emergency Services
Emergency Management Qld
Operations Branch
State Disaster Coordination Centre
Kedron

Evaluated Position	Impact	Expertise	Judgement	Accountability	Total / Classification	JEMS ID / Effective Date
Supervisor Profile	Advice	F 4- d 269	D 4+ 169	E 2- d 203	641 AO8	(Guide)
State Duty Supervisor	Advice	E 3 c+ 134	C+ 4- 94	D 1 d 116	344 OO7	31027 4/03/2011

The following information is provided as justification for each sub-factor:

EXPERTISE:**Knowledge: E**

Positions at this level require proficiency in the application of established professional, technical and administrative disciplines or a combination of these. A significant proportion of knowledge of this category is based upon the existence of an established body of precedent, guidelines, standard methods and procedures. The position requires sound knowledge of Acts, regulations, legislation, standards, policies and procedures relating Community Safety. Position requires high level knowledge of disaster management concepts and principles within a diverse environment. Position requires sound knowledge of human resource practices in order to lead and manage a team. Position requires project management skills in order to manage projects focussed on the long term preparation of the State for disaster events.

Diversity: 3

Positions embrace several related activities within a function. Such activities need to be coordinated with other activities within the function, or other functions not under the control of the position. Position will manage the 24/7 Watch Desk to that warnings and other emergency information is assimilated, assessed and reported on and that the State Emergency Service is activated when required.

Interpersonal Skills: c+

The position must obtain cooperation, resolve operational and business problems, negotiate and secure agreement to plans or proposed changes and manage performance. For example, the position is required to build relationships with key internal stakeholders and maintain strong internal and external networks. As such, this role will require highly developed oral, written and interpersonal skills in order to effectively facilitate, consult, negotiate and communicate with internal and external stakeholders and interact with officers at all levels. Position requires the ability to articulate complex concepts through oral and written communication into a format appropriate to audience.

JUDGEMENT:

Job Environment: C+

At this level there must be a regular requirement for some change or adaptation to the way work is organised or to adapt established guidelines, prescriptions or techniques that affect the way work is performed. Position, amongst other responsibilities, will manage a portfolio of projects focussed on the long term preparation of the State for disaster events. Position will manage the 24/7 Watch Desk overseeing work performed by staff, addressing training and development needs and ensuring all shift administration requirements are met.

Reasoning: 4-

For positions at this level the issues are affected by any one or combination of the following features, namely, the issues and problems are recurring, the organisational environment is stable, methods are well structured, resolution occurs within existing limits of knowledge/experience, or there is a readily available source of advice and guidance. The position provides high level problem determination and resolution, after thorough analysis and consultation. Position is required to analyse, interpret, provide advice and act on information coming in to the centre. The role is required to undertake timely and accurate research, analysis, and preparation of policy advice in relation to disaster management service delivery and responses for departmental and Ministerial correspondence, briefing notes, speech notes, reports and Cabinet submissions.

ACCOUNTABILITY:

Impact: Advice

Independence and Influence: D

Positions provide sound advice and recommendations which influence the decisions made by others including supervisors and peers in the monitoring, development and delivery of major programs. Position will undertake research, analysis, and preparation of policy advice in relation to disaster management service delivery and responses for correspondence. Position will monitor, research, analyse and act on warnings and other emergency information that could impact on the safety of Queenslanders.

Scope / Impact: 1

Advice provided relates to the identification, design, conception, evaluation, analysis and/or resolution of specific issues. Position will provide strategic advice to management about the need for further staff and the activation of the State Disaster Coordination Centre.

Authority / Responsibility: d

The position is accountable for the specialist advice and services provided. The position is responsible for the integrity, validity and reliability of the advice. Positions are not accountable for the acceptance of the advice.

If you would like this outcome reviewed, please contact the Job Evaluation Unit to discuss.

A Position Details form is required by the Establishment section to reclassify/create this position.

When you decide to advertise this position in the future, please indicate the JEMS ID on the Request to Advertise a Vacancy form as this will assist in the advertising process.

Sproule, Peter

Personnel Services Officer, Workplace and
Evaluation Services
Phone: (07) 3239 6545

Miller, Colin

Consultant, Workplace and Evaluation Services
Phone: 3224 8720

Workforce Services Branch

Shared Service Agency

FAX: (07) 3009 0625

Email: JEMS@ssa.qld.gov.au

www.ssa.qld.gov.au

Supported and connected government

Doyle, Rebecca

Consultant, Workplace and Evaluation Services
Phone: 323 90120

Released under RTI - DTMR

From: JEMS
To: Karen.Caughey@dcs.qld.gov.au
Subject: FW: Evaluation Request Received - State Duty Supervisor, State Duty Officer
Date: Wednesday, 2 March 2011 3:25:08 PM

Hi Karen,

In regards to the below email previously sent to you, please ignore this as I didn't realise that we had already received these to be evaluated and that you were only sending in the JAQ's.

Please do not hesitate to contact me if you require further information.

Kind Regards,

Angela Pantalone
Consultant, Workplace and Evaluation Services
Workforce Services Branch
Client Services (HR and Mail)
Shared Service Agency
Phone: (07) 3109 9519 (ext. 99519)
Fax: (07) 3009 0625
Email: angela.pantalone@ssa.qld.gov.au

For contacts, forms and information on SSA services visit the SSA customer site at ssa.govnet.qld.gov.au

Please consider the environment before printing this email.

From: JEMS
Sent: Wednesday, 2 March 2011 2:10 PM
To: Karen.Caughey@dcs.qld.gov.au
Subject: Evaluation Request Received - State Duty Supervisor, State Duty Officer

Hi Karen,

Your request to undertake an evaluation was received by the Job Evaluation Unit on 2 March 2010. Under the Service Level Agreement, the outcome should be due back to your office within 10 working days upon receipt of all required information.

Also, please note that the Job Evaluation Unit does not appear to have a record of an evaluation for the supervisor position - [Executive Manager, State Disaster Coordination AO8](#). Therefore a 'guide' profile has been used for the purpose of this evaluation. The guide profile is: [F4-d 269 D+4+ 177 E2-d 203 649 AO8](#). Should you know of an evaluation record for the supervisor position, please advise the Job Evaluation Unit as soon as possible or we will use the above guide profile for the evaluation.

Please do not hesitate to contact me if you require further information.

Kind Regards,

Angela Pantalone
Consultant, Workplace and Evaluation Services
Workforce Services Branch
Client Services (HR and Mail)
Shared Service Agency
Phone: (07) 3109 9519 (ext. 99519)
Fax: (07) 3009 0625

Email: JEMS@ssa.qld.gov.au

For contacts, forms and information on SSA services visit the SSA customer site at ssa.govnet.qld.gov.au

Please consider the environment before printing this email.

From: Tessier, Graeme
Sent: Wednesday, 2 March 2011 1:10 PM
To: JEMS
Subject: FW: EMQ new positions

Thank you Karen. Peter Sproule will be the contact manager for the roles. Graeme.

Graeme Tessier

Manager, Senior Executive Services

Shared Service Agency

Telephone: (07) 3234 0840, and NR

Email: graeme.tessier@ssa.qld.gov.au

Confidential fax: (07) 3405 5069

Floor 16,

160 Mary street

Brisbane Qld 4000

From: Karen Caughey [<mailto:Karen.Caughey@dcsc.qld.gov.au>]
Sent: Wednesday, 2 March 2011 12:46 PM
To: Tessier, Graeme
Cc: Renee Treloar; Courtenay Mackie
Subject: FW: EMQ new positions

Hi Graeme

In Courtenay's absence I have been asked to forward onto you the JAQ's for the Duty Officer positions. Please do not hesitate to contact Courtenay or myself if you require any further information.

regards

Karen

Karen Caughey | A/Principal HR Consultant | HR Services and Reporting Team | HR Services Unit |
Corporate Support Division | Department of Community Safety | Phone: 3635 3780 | Fax: 3247 8610 |
Email: Karen.Caughey@dcsc.qld.gov.au.

From: Ken Hawkins
Sent: Tuesday, 1 March 2011 5:12 PM
To: Christine Axelby
Cc: Renee Treloar; Courtenay Mackie; Karen Caughey; Agnes Powell
Subject: RE: EMQ new positions

Please find attached JAQ's, Org Chart, RTA's, RD's for these positions.

It would be appreciated if these documents could be used to progress the following actions:

- Internal PPE Check
- Job Evaluations by SSA

Further recruitment actions will be dependent on the evaluation outcome.

Thank you for your assistance.

Ken

From: Ken Hawkins
Sent: Tuesday, 1 March 2011 13:58
To: Christine Axelby
Cc: Renee Treloar; Courtenay Mackie; Karen Caughey
Subject: RE: EMQ new positions

Thank you, Christine - I'm working on the JAQ's for EMQ to review and I'll arrange for the RTA's to progress to HR.

Regards

Ken

From: Christine Axelby
Sent: Tuesday, 1 March 2011 13:38
To: Ken Hawkins
Cc: Renee Treloar; Courtenay Mackie; Karen Caughey
Subject: RE: EMQ new positions
Importance: High

Ken

Whilst there is no official process to seek an expedited process, we have been informed that they will review these as soon as possible. As reiterated earlier, any additional information such as the JAQs will assist in the early assessment of these roles.

Further, if you are also able to commence the paperwork around the RTA process and forward them as soon as possible, we could look at commencing the internal PPE process early, in the anticipation that the analysis does not result in an alteration to the role descriptions.

Regards

Christine Axelby
Director, HR Services Unit
Human Resources Branch
CSD, Department of Community Safety

Telephone: 3635 3234 (ext 53234)
Fax: 3247 8610
Email: Christine.Axelby@dcs.qld.gov.au
Mail: GPO Box 1425, Brisbane Q 4001

From: Christine Axelby
Sent: Tuesday, 1 March 2011 11:04 AM

To: Ken Hawkins
Cc: Renee Treloar; Courtenay Mackie; Karen Caughey
Subject: RE: EMQ new positions

Ken

We are seeking further information from the SSA regarding the expidition of the evaluations. We have been advised that in relation to their general workload they are in front of their timeframes however we will be seeking further information from the manager of the area to try and faciliate the process. I believe Courtenay has already advised that if the questionnaire is completed by EMQ up front this would be able to assist the process in occurring faster, so the sooner these are provided back would be of considerable benefit. We are still looking at what other options are available. For example we can consider trying to fast track the advertisement processes, i.e. run the internal PPE process whilst the evaluations are still occurring, however this would only be successful if no changes are required to the role description.

Regards

Christine Axelby
Director, HR Services Unit
Human Resources Branch
CSD, Department of Community Safety

Telephone: 3635 3234 (ext 53234)
Fax: 3247 8610
Email: Christine.Axelby@dcs.qld.gov.au
Mail: GPO Box 1425, Brisbane Q 4001

From: Ken Hawkins
Sent: Monday, 28 February 2011 6:00 PM
To: Christine Axelby
Cc: Renee Treloar; Courtenay Mackie; Karen Caughey
Subject: FW: EMQ new positions

Hi Christine

I have advised Peta of the status of this matter as advised by SSA to Courtenay earlier today. As per my earlier advice to Courtenay, there is a high expectation from the D-G that these positions be operationalised by 1/4/11. The attached email from me to Peta contains advice on indicative timelines for the recruitment and selection process. As you can see, there are some considerable already existing challenges in meeting the D-G's expectations. These indicative timelines will be further extended if the requested evaluations can not be finalised until 8/3/11.

Before any attempt is made to manage the D-G's expectations on the likely timeframe for filling these positions, I would like to assure EMQ that every effort has been made to expedite the evaluations.

Your assistance and advice on what strategies are available (e.g. in-house assessments, bench-marking etc) to progress the evaluations of these two new positions to finalisation by no later than 2/3/11 would be appreciated.

Thank you.

Ken

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Released under RTI - DTMR

From: [JEMS](#)
To: [Courtenay Mackie](#)
Subject: RE: EMQ new positions
Date: Tuesday, 22 February 2011 2:37:56 PM

Hi Courtenay

Your request to undertake an evaluation was received by the Job Evaluation Unit on 22 February 2011. Under the Service Level Agreement, the outcome should be due back to your office within 10 working days upon receipt of all required information.

Kind regards

Col Miller

Consultant, Workplace and Evaluation Services
Workforce Services Branch
Client Services (Human Resources & Mail) Division
Shared Services Agency

Ph 07 3224 8720 (ext 48720)

Fax 07 30090625

Email Colin.Miller@ssa.qld.gov.au

Work days: Monday, Tuesday, Thursday and Friday

For contacts, forms and information on SSA services visit the SSA customer site at ssa.govnet.qld.gov.au

Postal: GPO Box 474, Brisbane Qld 4001

Location: Level 16 Forestry House, 160 Mary St, Brisbane

From: Courtenay Mackie [<mailto:Courtenay.Mackie@dcqs.qld.gov.au>]
Sent: Tuesday, 22 February 2011 1:51 PM
To: JEMS
Cc: Renee Treloar
Subject: FW: EMQ new positions

Good afternoon,

Please find attached role description for evaluation for State Duty Supervisor, Emergency Management Queensland.

The cost centre for the evaluation is 5991314.

The State Duty Supervisor reports to the Executive Manager, State Disaster Coordination Centre (AO8).

Can you please evaluate this position as soon as possible and inform me of the outcome.

If there are any questions in relation to the assessment please do not hesitate to contact me.

Regards
Courtenay

Courtenay Mackie | Senior Human Resources Consultant | HR Services | Human Resources Branch | Corporate Support
Division | Department of Community Safety | ☎ (07) 3635 3352 (53352) | Courtenay.Mackie@dcqs.qld.gov.au

From: Renee Treloar
Sent: Monday, 21 February 2011 4:16 PM
To: Courtenay Mackie
Subject: FW: EMQ new positions

Courtenay,

Can you action this ASAP please? Please let me know what your proposed course of action is for having these assessed.

Renée Treloar BSc(Hons) Psych
Manager, HR Services and Reporting

Phone: 3635 3712

Mobile: NR

From: Christine Axelby
Sent: Tuesday, 15 February 2011 11:29 AM
To: Renee Treloar
Subject: FW: EMQ new positions

Renee

Would you please arrange for the following assessments as a matter of priority

Thanks

Christine Axelby
Director, HR Services Unit
Human Resources Branch
CSD, Department of Community Safety

Telephone: 3635 3234 (ext 53234)

Fax: 3247 8610

Email: Christine.Axelby@dcs.qld.gov.au

Mail: GPO Box 1425, Brisbane Q 4001

From: Greg Coughlan
Sent: Tuesday, 15 February 2011 9:16 AM
To: Christine Axelby; Peta Robertson
Subject: FW: EMQ new positions

Chris

Can you please arrange.

Greg Coughlan
Executive Director
HR Branch
Corporate Support Division
Department of Community Safety
GPO Box 1425, Brisbane 4001
☎ Ph: 07 3635 3647
📠 Fax: 07 3247 8610

From: Peta Robertson
Sent: Tuesday, 15 February 2011 09:05
To: Greg Coughlan
Subject: EMQ new positions

Hi Greg

As per our discussion last week and the DG's desire to move quickly on these roles can you please:

Have the new position of State Duty Officer benchmarked (OO6) against the current Watch Desk Officer (OO6)

Have the new position of State Shift Supervisor (OO7) evaluated

There have been no changes to the assessment criteria of the State Duty Officer from the current Watch Desk Officer role. The only change in this role description is to the duties which provide more focus on the activation and reporting of SES.

The State Shift Supervisor position is based on the Watch Desk role but reflects the greater responsibility and supervisory nature of this role.

It is our intention to advertise these ASAP and we may put out an EOI to get people to fill the roles until the permanent appointments can be made.

Happy to provide any further information necessary.

Thanks for your assistance.
Kind regards

Peta

Peta Robertson | Executive Officer | Emergency Management Queensland, Department of Community Safety | Mail: GPO Box 1425 Brisbane Q 4001 | Phone: 07 3635 3512 x53512 | Fax: 07 3247 8505 | Mobile: NR | Email: Peta.Robertson@dcs.qld.gov.au |

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From: [Courtenay Mackie](#)
To: [JEMS](#)
Cc: [Peta Robertson](#); [Renee Treloar](#); [Christine Axelby](#)
Subject: 31033 : FW: EMQ new positions
Date: Thursday, 24 February 2011 2:02:06 PM
Attachments: [DCS_State Duty Officer OO6.doc](#)

Good afternoon,

Please evaluate the attached role description for State Duty Officer, EMQ, Department of Community Safety as soon as possible.

Cost Centre: 5991314

Supervisor: State Duty Supervisor, EMQ, Department of Community Safety - currently being evaluated with an expected outcome OO7

If you have any questions in relation to this evaluation please do not hesitate to contact me.

Regards
Courtenay

Courtenay Mackie | Senior Human Resources Consultant | HR Services | Human Resources Branch | Corporate Support
Division | Department of Community Safety | ☎ (07) 3635 3352 (53352) | Courtenay.Mackie@dcsgov.au

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From: [JEMS](#)
To: Courtenay.Mackie@dcsc.qld.gov.au
Subject: Evaluation Results: State Duty Officer
Date: Friday, 4 March 2011 9:28:34 AM
Attachments: [EvalResult_31033.pdf](#)

Hi Courtenay,

Attached is the Evaluation/Moderation Record for the following position:

State Duty Officer

Department of Community Safety

Emergency Services

Emergency Management Qld

Operations Branch

State Disaster Coordination Centre

Kedron

If you would like this outcome reviewed, please contact the Job Evaluation Unit to discuss.

A "Position Details" form is required by Establishment to reclassify/create this position.

When you decide to recruit for this position, send the Position Description and "Request to Advertise a Vacancy" form to the Advertising Unit, Shared Service Agency. Please indicate the JEMS ID number on the "Request to Advertise a Vacancy" form as this will assist in the advertising process.

Regards,

Colin Miller

Consultant, Workplace and Evaluation Services

Workforce Services Branch

Shared Service Agency

Phone: (07) 3224 3720

FAX: (07) 3009 0525

E-mail: JEMS@ssa.qld.gov.au

www.ssa.qld.gov.au

Supported and connected government

JEMS ID: 31033**State Duty Officer**

This position has been evaluated and moderated using the Job Evaluation Management System. Results are shown below:

Department of Community Safety
Emergency Services
Emergency Management Qld
Operations Branch
State Disaster Coordination Centre
Kedron

Evaluated Position	Impact	Expertise	Judgement	Accountability	Total / Classification	JEMS ID / Effective Date
Supervisor Profile	Advice	E 3 c+ 134	C+ 3+ 76	D 1 d 116	326 OO7	31027 4/03/2011
State Duty Officer	Advice	E- 3- c 116	C 3+ 72	D- 1 c+ 88	276 OO6	31033 4/03/2011

The following information is provided as justification for each sub-factor:

EXPERTISE:**Knowledge: E-**

Positions at this level would be expected to report more regularly in relation to performance expectations and are accorded only limited discretion in relation to the management of projects or resources and in the level of advice provided and application of principles. Work at this level may involve base level research. This position requires an understanding and application of government Acts, legislation, regulations, policies and procedures in particular those associated with the Department of Community Safety. Position requires sound knowledge of the operation and uses of databases and systems utilised by the Department. Position requires an understanding of disaster management concepts and principles. Position requires analytical skills in order to assess information and determine courses of action.

Diversity: 3-

Positions are closely focused on one activity. Position will assimilate, assess and report on activities relating to the activation of the State Emergency Service.

Interpersonal Skills: c

This position requires the ability to obtain cooperation or assistance to perform well-defined activities and/or influence others in the achievement of set objectives. The position requires good communication, and interpersonal skills in order to liaise and negotiate with all levels within the Department of Community Safety. The position will contribute to effective team work by developing an understanding of the roles and duties of other team members and working collaboratively to deliver services for the business unit.

JUDGEMENT:

Job Environment: C

The purpose of the position is well understood and the objectives of the position are clearly defined. Procedures and operating standards are defined through agency/department guidelines. Position will support EMQ's SES emergency contact service by coordinating requests for assistance and forwarding issues to management and stakeholders. Position will provide data and reports on activities to EMQ regions regarding requests relating to their areas of responsibility.

Reasoning: 3+

Positions at this level would be challenged by changing client requirements or statutory requirements, requiring interpretation of operating policies in order to determine the appropriate course of action. Positions may be concerned with the development of more efficient work practices. Position provides high level problem determination and resolution, after thorough analysis and consultation. Position monitors, evaluates progress and provides accurate and timely advice of any risks that are likely to affect delivery of objectives to key stakeholders, including suggesting solutions to complex problems.

ACCOUNTABILITY:

Impact: Advice

Independence and Influence: D-

Position is one of many available sources of advice within the work unit. Position will provide strategic advice to management about the need for further staff and the activation of the State Disaster Coordination Centre. The role provides the first level of authoritative advice in relation to disaster/emergency management situations.

Scope / Impact: 1

The advice usually relates to the identification, design, conception, evaluation, analysis and/or resolution of specific issues. Position provides advice and/or recommending action in relation to requests for assistance, including resourcing needs and escalation requirements.

Authority / Responsibility: c+

The position is highly influential with respect to how the overall services, processes or products should be evaluated, delivered or improved.

If you would like this outcome reviewed, please contact the Job Evaluation Unit to discuss.

A Position Details form is required by the Establishment section to reclassify/create this position.

When you decide to advertise this position in the future, please indicate the JEMS ID on the Request to Advertise a Vacancy form as this will assist in the advertising process.

Sproule, Peter

Personnel Services Officer, Workplace and
Evaluation Services
Phone: (07) 3239 6545

Miller, Colin

Consultant, Workplace and Evaluation Services
Phone: 3224 8720

Workforce Services Branch

Shared Service Agency

FAX: (07) 3009 0625
Email: JEMS@ssa.qld.gov.au
www.ssa.qld.gov.au

Supported and connected government

Doyle, Rebecca

Consultant, Workplace and Evaluation Services
Phone: 323 90120

Released under RTI - DTMR

From: JEMS
To: Courtenay Mackie
Subject: RE: EMQ new positions
Date: Thursday, 24 February 2011 2:10:24 PM

Hi Courtenay

Your request to undertake an evaluation was received by the Job Evaluation Unit on 24 February 2011. Under the Service Level Agreement, the outcome should be due back to your office within 10 working days upon receipt of all required information.

Kind regards

Col Miller

Consultant, Workplace and Evaluation Services
Workforce Services Branch
Client Services (Human Resources & Mail) Division
Shared Services Agency

Ph 07 3224 8720 (ext 48720)

Fax 07 30090625

Email Colin.Miller@ssa.qld.gov.au

Work days: Monday, Tuesday, Thursday and Friday

For contacts, forms and information on SSA services visit the SSA customer site at ssa.govnet.qld.gov.au

Postal: GPO Box 474, Brisbane Qld 4001

Location: Level 16 Forestry House, 160 Mary St, Brisbane

From: Courtenay Mackie [<mailto:Courtenay.Mackie@dcqs.qld.gov.au>]

Sent: Thursday, 24 February 2011 2:02 PM

To: JEMS

Cc: Peta Robertson; Renee Treloar; Christine Axelby

Subject: FW: EMQ new positions

Good afternoon,

Please evaluate the attached role description for State Duty Officer, EMQ, Department of Community Safety as soon as possible.

Cost Centre: 5991314

Supervisor: State Duty Supervisor, EMQ, Department of Community Safety - currently being evaluated with an expected outcome OO7

If you have any questions in relation to this evaluation please do not hesitate to contact me.

Regards
Courtenay

Courtenay Mackie | Senior Human Resources Consultant | HR Services | Human Resources Branch | Corporate Support
Division | Department of Community Safety | ☎ (07) 3635 3352 (53352) | Courtenay.Mackie@dcqs.qld.gov.au

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