

# Department of Natural Resources and Environment Tasmania

## Statement of Duties

<b>Position title</b>	Administration Officer
<b>Position number</b>	709418
<b>Division/Business Unit/Branch</b>	Environment, Heritage and Land / Analytical Services Tasmania
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream, Band 3
<b>Position status</b>	Permanent
<b>Full Time Equivalent (FTE):</b>	1.0 FTE (minimum 0.80 FTE, by negotiation)
<b>Ordinary hours per week:</b>	36.75 hours (minimum 29.40 hours, by negotiation)
<b>Location</b>	Hobart
<b>Reports to</b>	Manager, Analytical Services Tasmania

### Position Purpose

The purpose of the role is to provide administrative and financial support to the Analytical Services Tasmania (AST) Business Unit, including providing support to the operation of AST's client reception functions and to the Manager, AST.

### Major Duties

- Assist the Business Services Officer with day-to-day financial operations including the verification and processing of routine financial and accounting transactions in accordance with Agency policies, procedures, and guidelines.
- Procurement of consumable and capital supplies and equipment, including requesting quotations, preparing purchase orders, and receiving goods.
- Manage AST's facilities maintenance program, including co-ordination of contractors to undertake scheduled maintenance, and asset management tasks.
- Support the reception office and carry out reception duties including being the first point of contact for stakeholders, managing telephone, email correspondence, and completion of routine office tasks (including daily close procedure) as required.
- Provide administrative and clerical support to the business including preparation of documents, reports and correspondence, calendar management, organising meetings and travel arrangements, and providing support for strategic projects.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

### Responsibility, Decision Making and Direction

The occupant of the position is responsible for:

- maintaining practices, methods and standards and their modification as appropriate to provide satisfactory solutions for complex operational issues;
- maintaining quality control of outcomes;
- assisting a supervisor to ensure less qualified or experienced staff receive appropriate instruction, guidance and performance feedback; and
- ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

The decision making and direction in relation to the role are that:

- general instructions are provided other than for more complex and unusual requirements which do not have clear guidelines or precedents;
- the occupant exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks; and
- creativity and initiative are required to provide options, recommendations and solutions to satisfy non-standard requirements and satisfy client and stakeholder requirements.

### **Knowledge, Skills and Experience (Selection Criteria)**

1. Knowledge and expertise in contemporary office management practices, including the provision of administrative and clerical support in a demanding service delivery environment.
2. Sound knowledge of basic accounting / financial procedures and skills, experience using financial information systems and experience in procurement and asset management.
3. Well developed interpersonal and communication skills with the ability to prepare correspondence and documentation, liaise with, clients, stakeholders and members of the public, and work effectively within a team environment.
4. The ability to exercise independent judgment in the practices, methods and standards to be applied and the planning and timing required to complete complex, diverse tasks; together with the ability to be creative and show initiative to provide options, recommendations and solutions to satisfy non-standard requirements.
5. Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.

### **Position Requirements**

#### **Pre-employment**

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

- b. sex related offences
- c. serious drug offences
- d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### **Desirable Qualifications and Requirements**

- Experience with using Finance One or other similar financial accounting software.
- Knowledge of scientific terminology suitable to a testing laboratory or the ability to quickly acquire this knowledge.

### **About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), fire in national parks and other reserves, and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at [www.nre.tas.gov.au](http://www.nre.tas.gov.au) provides more information.

### **Working Environment**

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

NRE Tas has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout NRE Tas.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).