

Senior Officer - Licensing & Operations

Statement of Duties

Position number:	25783
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 5
Division/branch/section:	Marine Resources, Fisheries Compliance and Licensing
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.80 FTE, by negotiation)
Location:	Hobart
Employment status:	Fixed Term
Ordinary hours per week:	36.75 hours (minimum 29.40, by negotiation)
Supervisor:	Registrar FLOIRA/Manager (Fisheries Compliance & Licensing)

Position Objective

The purpose of the role is to:

- provide high level specialist and strategic advice to the Manager (Fisheries Compliance and Licensing) and support through the delivery of efficient and effective fisheries licensing, operations and systems; and
- assist in the management of staff and resources of the and Fisheries Licensing Section of the Licensing and Administration Branch.

Major Duties

- Manage and administer the Fisheries Licensing section to ensure the efficient and effective delivery of fisheries licensing services.
- Manage change through the implementation of administrative procedures and processes to meet changing legislative, licensing and registration requirements to ensure effective and smooth introduction.
- Prepare advice for the Department, other agencies and clients on fisheries licensing policies and practices in the development of practical management strategies.
- Provide advice to commercial fisheries clients in relation to fisheries licensing matters.
- Prepare high level correspondence of a non-routine nature related to all aspects of licensing operations including correspondence with the Government's and client's legal advisers and interstate fisheries licensing agencies.
- Represent the Department as an expert witness in matters relating to fisheries licensing under the *Living Marine Resources Management Act 1995*.

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- undertaking research and providing specialist advice to Departmental staff for both operational and strategic decision making and policy determination so as to ensure the effective and efficient delivery of commercial fisheries licensing services;
- providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; 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 received in relation to the role are that:

- work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying highly developed expertise to complex and challenging program activities; and
- the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision-making framework and in providing solutions to meet service delivery requirements.

Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)

- In depth knowledge of the management of the fishing industry and associated operational issues or the capacity to quickly acquire that knowledge and the ability to contribute to the development of fisheries management policies.
- The ability to provide advice on management and administrative matters, and the ability to apply these in a work environment with competing demands.
- The capacity to provide leadership, instruction and guidance to less qualified or experienced staff and the ability to work as a member of a team.
- Interpersonal and communication skills demonstrating an ability to provide clear and authoritative verbal and written advice, reports and recommendations on complex matters to non-specialists. The ability to liaise effectively with specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements.
- Well developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited periods. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.
- Proven ability to make informed decisions and recommendations in accordance with administrative policies and the ability to implement alternative methods of approach to provide operations solutions for program and service delivery requirements.

Desirable Qualifications and Requirements

- Tertiary qualifications in business administration or a resource management discipline.
- A current motor vehicle driver's licence.

Department's Role

The **Department of Primary Industries, Parks, Water and Environment** (DPIPWE) 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 DPIPWE 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), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure 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.dpipwe.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.

DPIPWE 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 DPIPWE.

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.



Approved by:

Date: 31 March 2021