

Department of Primary Industries, Parks, Water and Environment

Administrative Officer

Statement of Duties

Position number:	25999
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 3
Division/branch/section:	Biosecurity Tasmania/Office of the General Manager
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.80 FTE, by negotiation)
Location:	Hobart, Launceston or Devonport
Employment status:	Fixed Term
Ordinary hours per week:	36.75 hours (minimum 29.40 hours, by negotiation)
Supervisor:	Manager Business Services

Position Objective

To provide reception, administration and financial services to the Biosecurity Tasmania Division.

Major Duties

- Provide reception duties including being the first point of contact for visitors, managing telephone and other enquiries, mail distribution, receipting deliveries, organise and schedule meetings/workshops and other front office duties.
- Provide administrative and clerical support services for the Division including preparing routine correspondence, data input, detailed record-keeping, the central archiving of electronic records, procurement of office supplies, organising travel arrangements and the maintenance of databases and administrative systems.
- Provide timely and accurate support across a range of diverse financial tasks in accordance with standard procedures. These areas include, but are not limited to, raising customer invoices, processing supplier invoices, credit card reconciliations, journal entries and preparing general business reports.
- Assist in preparedness and response activities for the management of departmental emergency response activities.

Responsibility, Decision-Making and Direction Received

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;

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- 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 received 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 is required to provide options, recommendations and solutions to satisfy non-standard requirements and satisfy client and stakeholder requirements.

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

- Knowledge and expertise in office practices and procedures with a demonstrated ability to plan, organise and coordinate a range of administrative tasks, the capacity to acquire the knowledge and expertise required.
- Knowledge and expertise in the operation of financial management and accounting systems and processing of revenue and expenditure accounts together with knowledge of relevant financial legislation.
- Well developed interpersonal and communication skills with the ability to explain operational procedures and provide information to, and liaise with, clients, stakeholders and members of the public and proficient in the use of MS Office Applications.
- 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.
- 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.

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.

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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.

The role of the **Biosecurity Tasmania Division** is to protect Tasmania's primary production, economy, natural environment, community amenity and our Tasmanian Island Brand from exotic weeds, pests and disease introductions.

Biosecurity Tasmania supports the Tasmanian Biosecurity Strategy, having scientific risk based systems in place to ensure the exclusion, eradication or effective management of pests and diseases and to validate the relative pest and disease free status of Tasmania with scientific evidence. Biosecurity Tasmania is also responsible for food safety in the primary production and processing sector in accordance with legislative requirements and community expectations, manages the safe and appropriate use of agricultural chemicals in accordance with legislative and community expectations, and manages animal welfare in accordance with legislative requirements and community expectations.

The Office of the General Manager provides core divisional services, develops the sustainable strategic direction of the division and manages or facilitates projects with critical impact on division wide objectives.

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: 19 August 2021