

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Tenement Administration Officer
<b>Position number:</b>	371406, 371878 & 372360
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 4
<b>Division/branch/section:</b>	Resources, Strategy & Policy/ Mineral Resources Tasmania/ Industry Services
<b>Supervisor:</b>	Manager Industry Services
<b>Location:</b>	Burnie
<b>Employment status:</b>	Flexible

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### Position Objective

As a member of the Tenement Administration Team, liaise with stakeholders, including industry, other government agencies and sections of Mineral Resources Tasmania (MRT), in order to progress applications relating to mineral tenements.

### Major Duties

- Maintain and strengthen communication with other agencies and sections of the Department to ensure effective delivery of tenement services in line with broad government policy.
- Evaluate eligibility of applications, renewals and associated transactions for mineral tenements ensuring documents lodged are in compliance with the Mineral Resources Development Act 1995.
- Accurately maintain information databases, including those related to mineral tenements to ensure tenement processing meets the requirements of the Mineral Resources Development Act 1995.
- Undertake special projects as required.
- Provide high-level administrative support in the preparation of MRT documentation, Ministerial and other tenement administration correspondence as required.
- Undertake financial functions related to the invoicing and collection of fees, rent and royalties payable under the Mineral Resources Development Act 1995.

### Scope of Work: (Responsibility, Decision-Making and Direction Received)

The position is responsible and accountable for the provision of administrative support to the Manager, Tenement Administration and administration of all mineral titles, in accordance with the Mineral Resources Development Act 1995, and other relevant legislation and policy.

Work is undertaken under general direction and supervision from the Manager Tenement Administration and requires both initiative, and a high level of discretion.

### **Selection Criteria (Knowledge and Skills):**

1. High level knowledge of and proven experience in provision of administrative support in a complex and regulatory environment.
2. Well-developed interpersonal and communication skills with the proven ability to communicate and manage relationships with stakeholders both internal and external.
3. Demonstrated self-management skills, adaptability, and initiative with the proven ability to work effectively in an environment with competing priorities, ambiguity and change.
4. High level knowledge of and experience with finance and accounting practices and principles.
5. Well-developed ability in the coordination and maintenance of information databases, with the ability to analyse, research and report on statistical data.
6. Highly developed and proven information technology skills, including word processing, spreadsheets with the ability to prepare and format presentations.

### **Position Requirements**

#### ***Pre-employment***

- *Nil*

#### ***Essential***

- *Nil*

#### ***Desirable***

- *Nil*

### **Working at State Growth**

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))