

Department of Primary Industries, Parks, Water and Environment
Senior Technical Officer
Statement of Duties

Position number:	706867
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 5
Division/branch/section:	EPA Tasmania, Analytical Services Tasmania, Inorganic Chemistry (Nutrients)
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.8 FTE, by negotiation)
Location:	New Town
Employment status:	Permanent
Ordinary hours per week:	36.75 hours (minimum 29.40 hours, by negotiation)
Supervisor:	Section Head (Inorganic Chemistry – Nutrients)

Position Objective

As part of a team of professional and technical staff in the Analytical Services Tasmania Laboratory the purpose of the role is to:

- Provide supervision and direction to technical staff and coordinate the day to day technical work within the Section.
- Perform complex analyses and contribute to the review and assessment of laboratory practices and standards.

Major Duties

- Coordinate the day to day technical work of the Section.
- Supervise the performance of technical staff and oversee their learning plans to maintain and develop relevant skills and knowledge.
- Perform complex and critical analyses in accordance with standard operating procedures and the laboratories quality system.
- Carry out calibration and high-level maintenance of laboratory equipment.
- Contribute to the ongoing evaluation of analytical and quality assurance practices within the laboratory.
- Prepare draft reports on analyses performed.
- Verify the receipt and registration of samples, liaise with clients regarding general technical queries and project requirements, and maintain laboratory records.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Statement of Duties: Senior Technical Officer

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- ensuring expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework;
- 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 specialist technical knowledge to complex and challenging program activities; and
- the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the Section and in providing solutions to meet service delivery requirements.

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

- Specialised technical knowledge and capability to perform complex laboratory work with a high level of accuracy and to exercise appropriate technical judgement.
- Demonstrated understanding of laboratory quality and safety systems with the ability to review these systems as required.
- The capacity to provide leadership, instruction and guidance to less qualified or less 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 oral and written advice, reports and recommendations for complex activities. The ability to liaise effectively with specialists, senior staff and stakeholders and negotiate outcomes that meet specified program requirements.
- Proven ability to make informed decisions, recommendations and/or implement alternative methods of approach to provide operational solutions for program and service delivery requirements.
- Well-developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.

Desirable Qualifications and Requirements

A Diploma or Advanced Diploma in Science, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider, or equivalent and relevant experience.

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.

The role of **EPA Tasmania** is to provide best practice environmental management in Tasmania through the development, implementation and maintenance of high quality and contemporary legislation and policy framework for sustainable environmental management.

The work of EPA Tasmania includes:

- developing high quality and contemporary policies and strategies for the protection of the environment;
- ensuring development proposals meet appropriate environmental guidelines and standards;
- regulating environmental impacts of major industrial and municipal activities;
- monitoring environmental performance and environmental quality;
- providing a range of scientific and analytical services.

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.

Statement of Duties: Senior Technical Officer

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.

Special Employment Conditions

Some intrastate travel may be required.

Approved by:



Date: 17-03-2021