

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Senior Project Officer
Position number	709316
Division/Business Unit/Branch	Environment, Heritage and Land/Heritage and Land Tasmania/Land Tasmania Directorate
Award/Agreement	Tasmanian State Service Award
Classification	General Stream, Band 6
Position Status	Fixed Term
Full Time Equivalent (FTE)	1.0 FTE (minimum 0.80 FTE, by negotiation)
Ordinary hours per week	36.75 hours (minimum 29.40 hours, by negotiation)
Location	Hobart
Reports to	Senior Project Manager

Position Purpose

The purpose of the role is to support the delivery of project activities related to the redevelopment of the Land Information System Tasmania as part of the All Hazards Spatial Infrastructure project.

Major Duties

- In consultation with the Senior Project Manager, prepare and maintain project and procurement documentation, including project plans, budgets, tenders, technical and business requirements, in accordance with the Department's Project Management Framework and Government Procurement Guidelines.
- Coordinate and undertake project activities against detailed project plans and schedules. Monitor progress of project activities to ensure that milestone and performance indicators are met.
- Coordinate and undertake project procurement, stakeholder engagement and communication activities including the timely and effective preparation of plans, status reports and records.
- Scope, research and prepare issues and options papers, briefs and minutes; and provide high level advice to the senior project manager, project sponsor, business owner and stakeholders.
- Build and maintain positive consultative relationships with internal and external stakeholders and information networks to ensure the delivery of project outcomes.

Responsibility, Decision Making and Direction

The occupant of the position is responsible for:

- implementing policies, regulations and plans to provide efficient and effective program or service delivery outcomes;
- management and/or quality control of outcomes, processes, systems, resources, assets and infrastructure. This includes managing the performance of subordinate staff;
- providing advice on the application of policy to systems and processes in meeting specified program objectives; 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:

- guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments;
- the occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment; and
- work of a highly technically complex nature or with a varied range of activities may receive instruction and/or provide innovative solutions to meet program or service delivery outcomes.

Knowledge, Skills and Experience (Selection Criteria)

1. Highly developed skills and experience in a project management environment, with demonstrated experience delivering projects utilising contemporary project management principles and practices. Experience in delivering spatial data infrastructure or information system projects would be highly regarded.
2. Significant skills and expertise in leading and coordinating complex activities to support project planning, procurement and/or delivery of contracted services.
3. High level communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills and the ability to effectively represent the Agency. High level written communication skills.
4. Highly developed conceptual and reasoning skills to research evaluate and integrate relevant solutions. Demonstrated initiative, flexibility and creativity in developing options and recommendations to resolve problems.
5. High level organisational skills which enable the coordination, facilitation and conduct of a variety of activities, and the planning and completion of work activities within required time frames.

Position Requirements

Desirable Qualifications and Requirements

- A degree or an equivalent qualification relevant to the nature of the work to be undertaken, as provided by a university, a vocational education organisation or a registered and accredited training provider.
- A current motor vehicle driver's licence.

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 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.