

## Department of Primary Industries, Parks, Water and Environment

# Section Head, Inorganic Chemistry - Nutrients

## Statement of Duties

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<b>Position number:</b>	706436
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	Professional Stream, Band 3
<b>Division/branch/section:</b>	EPA Tasmania / Analytical Services / Inorganic Chemistry (Nutrients)
<b>Full Time Equivalent (FTE):</b>	1.0 FTE (minimum 0.8 FTE, by negotiation)
<b>Location:</b>	New Town
<b>Employment status:</b>	Permanent
<b>Ordinary hours per week:</b>	36.75 hours (minimum 29.40 hours, by negotiation)
<b>Supervisor:</b>	Manager (Analytical Services)

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### Position Objective

The purpose of the role is to:

- Oversee and manage staff and analytical work undertaken in the Inorganic Chemistry, Nutrients Section of Analytical Services Tasmania (AST); and
- Provide an analytical and advisory service in environmental analytical chemistry to government, industry and the community across Tasmania.

### Major Duties

- Plan and manage the human, physical and financial resources of the Section.
- Lead and motivate a team of professional and technical staff in a dynamic, commercial laboratory environment.
- Contribute to the management and strategic planning of all aspects of AST and assist in the development and implementation of programs, methods, and systems to achieve business goals. As part of the senior management team contribute to the development of specific policies and processes to meet core organisational objectives.
- As a member of the senior management team be responsible for the development, implementation and review of the laboratory's quality system policies to a standard acceptable to the National Association of Testing Authorities (NATA).
- Using specialist knowledge oversee or provide interpretative, consultative and professional advice to clients including the approval of technical reports for release.
- As a specialist professional practitioner perform complex chemical analyses, undertake development and evaluation of methods, and perform new scientific research.

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- Perform any other assigned duties at the classification level that are within the employee's competence and training.

### **Classification Band Advanced Assessment Point**

The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

### **Responsibility, Decision-Making and Direction Received**

The occupant of the position is responsible for:

- efficient and effective program or service delivery including budget management, optimal use of resources and maintaining and/or modifying policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
- managing the performance and development of staff, including enhancing their ability to mentor less qualified or less experienced staff;
- remaining abreast of contemporary developments in environmental testing;
- the development of strategy, policy or program implementation especially with regard to new developments; with responsibility shared with relevant specialists and executive management; 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 and for promoting the principles of managing diversity.

The decision making and direction received in relation to the role are that the occupant:

- operates with considerable autonomy and is required to provide leadership regarding the design, development and operation of program and Section activities. Guidance and instruction may on occasion be received on the implementation of highly technically complex modification that provide solutions consistent with policy, regulatory and/or technological requirements and developments; and
- defines core program and service delivery issues to develop options and recommendations for operational change and/or for new projects.

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

- High level specialised knowledge, expertise and experience in analytical chemistry and its application to the analysis of chemicals from environmental samples. Specialist experience in the use and application of modern analytical instrumentation applicable to an environmental chemistry laboratory.
- Highly developed management skills and expertise to lead and motivate the Section. An understanding of contemporary management practices and demonstrated experience and the ability to mentor less qualified or less experienced staff.
- Highly developed communication skills to effectively communicate and provide authoritative advice on complex matters to non-specialists. High level liaison, presentation and conflict resolution skills and the capacity to provide specialist advice to government, industry, and the public and to represent the Department.
- Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from related disciplines of environmental analytical chemistry. Proven ability to apply flexibility, creativity and innovation associated with research, investigative and analytical problems.
- Knowledge of the requirements of NATA accreditation relevant to AST. A demonstrated capacity to implement policies and procedures to achieve and maintain NATA accreditation.
- Demonstrated capacity to plan, organise, schedule and deliver outputs within set timeframes to achieve results particularly in a dynamic, challenging environment; project management experience with a knowledge and understanding of contemporary project management practices.

### **Essential Requirements**

A Degree in Science relevant to the professional duties to be undertaken, as provided by a university.

### **Desirable Qualifications and Requirements**

Has previously undertaken Approved Signatory duties in a NATA accredited facility.

### **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

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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](http://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.

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](http://www.dpac.tas.gov.au/divisions/ssmo).

### **Special Employment Conditions**

Some intrastate travel may be required.

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**Approved by:**



**Date:** 10-03-2021