

## Senior Natural Values Assessment Officer

### Statement of Duties

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| <b>Position number:</b>            | 707072   |
| <b>Award/Agreement:</b>            | Tasmanian State Service Award  |
| <b>Classification level:</b>       | General Stream, Band 6   |
| <b>Division/branch/section:</b>    | Natural and Cultural Heritage, Policy and Conservation Branch, Conservation Assessment |
| <b>Full Time Equivalent (FTE):</b> | 1.0 FTE  |
| <b>Location:</b>                   | Hobart   |
| <b>Employment status:</b>          | Permanent  |
| <b>Ordinary hours per week:</b>    | 36.75 hours  |
| <b>Supervisor:</b>                 | Section Head, Conservation Assessment  |

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#### Position Objective

The purpose of the role is to assess the impact of development proposals on natural values, develop impact mitigation strategies and solutions, and provide professional advice on natural resource management and nature conservation issues in Tasmania.

#### Major Duties

- Assess, and prepare reports on, the impact of project proposals and major developments and other land uses on natural values in Tasmania.
- Develop impact mitigation strategies and solutions.
- Liaise with specialists within the NCH Division and with senior staff in other Divisions and other agencies in relation to project proposals and major developments. Represent the Department in meetings and consultations with project proponents, stakeholders, other agencies, councils and community groups.
- Provide advice on natural resources management in Tasmania, particularly relating to the conservation of natural values.
- Develop statutory instruments including Threatened Species permits, Aboriginal Heritage permits and Public Authority Management Agreements
- Prepare and arrange promulgation of proclamations for new reserves and changes to reserves.
- 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:

- 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 received 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) (in relation to the Major Duties)**

- Knowledge and expertise of legislation and other statutory requirements and processes relating to nature conservation in Tasmania and to the Resource Management and Planning System of Tasmania, or the ability to rapidly acquire this knowledge.
- Knowledge and expertise in the management and conservation of natural values.
- The capacity to provide leadership, instruction and guidance to less qualified or experienced associates, well developed interpersonal, liaison and oral communication skills and the ability to work as a member of a team.
- Demonstrated understanding of the principles of, drafting of statutory instruments.

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- The ability to exercise independent judgement in applying organisational rules and regulations to professional methods, systems and processes. The ability to research compile, analyse and evaluate complex and unrelated information and to prepare meaningful and accurate reports that are understandable to non specialists.
- Good organisation and project management skills with the ability to coordinate and manage a variety of tasks at the same time and plan for the accurate completion within pre-determined time frames.

### **Desirable Qualifications and Requirements**

A current motor vehicle drivers licence.

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

### **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](http://www.dpipwe.tas.gov.au) provides more information.

### **Natural and Cultural Heritage Division**

The Natural and Cultural Heritage Division (NCH) provides resource management, conservation, and Aboriginal and historic heritage services to public and private land managers and other stakeholders.

It comprises Aboriginal Heritage Tasmania, Heritage Tasmania and three natural heritage branches - the Natural Values Conservation Branch, the Policy and Conservation Advice Branch and the Wildlife Management Branch.

Aboriginal Heritage is responsible for promoting the recognition, protection and management of Tasmanian Aboriginal heritage, and provides support to the interim Aboriginal Heritage Council.

Heritage Tasmania supports the Tasmanian Heritage Council in implementing the Historic Cultural Heritage Act 1995 and promotes and assists the protection and sustainable management of Tasmania's historic heritage.

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The Natural Values Conservation, Policy and Conservation Advice Branch and Wildlife Management Branches support the conservation and sustainable management of Tasmania's natural heritage and natural resources on public and private land.

### **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:** 10/05/18