

## Principal Policy Advisor (Invasive Species)

### Statement of Duties

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<b>Position number:</b>	000117
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	Professional Stream, Band 3
<b>Division/branch/section:</b>	Biosecurity Tasmania/Invasive Species Branch
<b>Full Time Equivalent (FTE):</b>	1.0 FTE
<b>Location:</b>	Hobart/Launceston/Devonport – to be negotiated
<b>Employment status:</b>	Permanent
<b>Ordinary hours per week:</b>	36.75 hours
<b>Supervisor:</b>	Manager (Invasive Species Branch)

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#### Position Objective

Develop and manage the policy context of an environmental invasive species program ensuring systems and procedures underpin best practice for invasive vertebrate and weed species management.

#### Major Duties

- Deliver an environmental invasive species policy and planning program through contribution to legislative and high level policy review including national and State agreements and initiatives that ultimately support the work of Biosecurity Tasmania in its operational functions.
- Integrate varied and diverse organisational policies and rules with professional systems and processes for effective operational outcomes in relation to vertebrate pests and weeds.
- Develop and keep under review technical policies including standard operating procedures, work instructions, guidelines, response plans and codes of practice in relation to vertebrate pests and weeds.
- Develop systems and procedures that underpin core systems, risk assessment and pest prioritisation to achieve program objectives. This may modify the approach to established processes within defined policy, regulatory or operational framework.
- 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, optimise 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;
- the development of strategy, policy or program implementation especially with regard to new developments; with responsibility shared with relevant specialists and executive management for; 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 occupant operates with considerable autonomy and is required to provide leadership regarding the design, development and operation of the Invasive Species program.

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

- guidance and instruction may on occasion be provided on the implementation of highly technically complex modifications that provide solutions consistent with policy, regulatory and/or technological requirements and developments.

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

- High level specialised expertise and extensive experience in biology, especially in relation to invasive species, and ability to integrate technical outputs from specialists and incorporate into evidence-based options for policy and program directions.
- High level knowledge of legislation, emergency response procedures and state and national policy direction with regards incursion prevention and the management of established invasive species.
- Highly developed management skills and expertise to lead an operational unit. An understanding of contemporary management practices and demonstrated experience and the ability to mentor and role-model less qualified or less experienced staff.

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- The ability to communicate and provide authoritative advice on complex matters to non-specialists, high level liaison, presentation and conflict resolution skills and the capacity to represent the Department.
- Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from related disciplines or fields in the area of activity. Flexibility, creativity and innovation associated with research, investigative, analytical and appraisal skills.
- Demonstrated capacity to plan, organise, schedule and deliver, own outputs and those of a team, within set timeframes to achieve results particularly in a changing 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

A current motor vehicle driver's licence.

### 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.

**Biosecurity Tasmania** Division deals with animal health, food safety, chemical management, diagnostic services, quarantine, invasive species and matters of biosecurity in Tasmania.

The **Invasive Species Branch** provides underpinning technical and scientific policy support and strategic direction for the operational areas (especially the Biosecurity Operations Branch) and other relevant non-government organisations. The main roles of the Invasive Species Branch are:

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- To develop and maintain a policy and legislative framework to support operational activities
- To promote and undertake research and assessments to improve knowledge of invasive species, their impacts and best practice management with an emphasis on engaging the scientific community in this area
- To manage data relating to invasive species in Tasmania, including the coordination of monitoring data, and delivery of an Invasive Species Monitoring Strategy

Invasive species pose a significant threat to Tasmania. The impacts of invasive species can be far-reaching, causing production losses and additional management costs to primary industries, loss of native species through predation and competition, and loss of social amenity through the spread of species that prevent use of land for recreation and other activities.

### **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).

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**Special Employment Conditions**

Some intrastate and interstate travel may be required.

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A handwritten signature in dark ink, appearing to read "M. Gwynne Jones". The signature is written in a cursive, flowing style.

**Approved by:**

**Date:** 30/11/17