

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

### Ranger

#### Statement of Duties

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<b>Position number:</b>	706552
<b>Award/Agreement:</b>	Tasmanian State Service Award Parks & Wildlife Service Industrial Agreement 2009
<b>Classification level:</b>	General Stream, Band 4
<b>Division/branch/section:</b>	Parks and Wildlife Service (PWS), Operations
<b>Full Time Equivalent (FTE):</b>	1.0 FTE
<b>Location:</b>	North West Region
<b>Field Centre:</b>	The position is within the North West Region, initially located at Lake St Clair Field Centre. (See special employment conditions for further information on other field centres within the Region)
<b>Employment status:</b>	Permanent
<b>Ordinary hours per week:</b>	38 hours per week
<b>Supervisor:</b>	Ranger in Charge - Lake St Clair

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#### Position Objective

Assist the Ranger-In-Charge with the management of field centre operations and resources for the conservation and sustainable use of natural and cultural resources.

#### Major Duties

- Manage field centre operations on a day to day basis through effective planning, organising, directing, and controlling the use of resources available.
- Contribute to development of the Regional business plan and strategic plan. Assist the Ranger-In-Charge with the development and implementation of a field centre operational plan and procedures.
- Supervise employees including volunteers. Implement induction and training plans relevant to developing the skills and capabilities of employees aligned to operational and business needs.
- Manage field centre budget and expenditure. Control the operations of field centre commercial activities and investigate and develop local alternative funding opportunities.
- Develop and implement projects to achieve set objectives. Prepare and review of environmental impact assessments and development applications including providing advice and assistance to other less experienced employees and others.

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- Utilise resources available to implement Departmental policy and procedures to ensure employee and visitor health and safety.
- Develop and maintain field staff capacity to respond to critical incidents. Undertake fire suppression activities and either participate or assist incident management teams as required. Provide support and assistance in the case of emergencies, including administering First Aid where appropriate.
- Implement relevant legislation administered by the Department. Ensure that enforcement procedures are undertaken in accordance with standard procedures. Carry out enforcement procedures, undertake investigations and prepare offence briefs.
- Identify opportunities and engage the community in partnerships that assist with the implementation of the field centre operational plan and contribute to achieving objectives and outcomes of the Regional Business Plan.
- Communicate regularly with stakeholders, community groups and visitors in order to create a greater understanding and appreciation of the role and services the Parks and Wildlife Service provides.
- Communicate and work with stakeholders, neighbours and community groups to achieve
- 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. In accordance with the Parks and Wildlife Service Agreement 2009, an essential requirement for access Range 2 salary levels is either a Diploma in Conservation and Land Management or other qualifications deemed equivalent and at least five years minimum experience in reserve management or equivalent experience.

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:

- Implementation of approved works and programs identified in the field centre operational plan;
- Implementation of PWS projects and programs in line with approved business and/or project plans and budget allocation;
- Effective management of the human, physical and financial resources of the field centre;
- The exercise of statutory responsibilities as a ranger mainly under the National Parks and Reserves Management Act 2002 and Nature Conservation Act 2002;
- Representing the Parks and Wildlife Services and Department in dealings with the public, community, media, tourist operators and other Government Agencies concerning various

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local land management issues. Making decisions regarding the allocation of resources within the scope and priorities of the field centre operational plan only; 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:

- The Level 4 Ranger reports directly to the Ranger in Charge.
- The Ranger will be expected to exercise judgement and initiative in performance of the duties. General direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area.

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

- Supervision experience and ability to work with others to build effective working relationships.
- Good written and verbal communication and problem solving skills. Ability to engage and communicate with a wide range of people and organisations.
- Well-developed organisational, planning and co-ordination skills with demonstrated ability to develop and implement works programs, involving routine maintenance, development and emergency activities. A proven ability to control human, financial and physical resources to implement operational plans and/or project outcomes.
- A good working knowledge, understanding and experience in managing natural and cultural resources for conservation and sustainable use.
- Knowledge of fire behaviour and operational experience in management of fire including suppression operations. Ability to actively participate in fire management and fire duty rosters.
- A good working knowledge of the law and enforcement procedures relevant to the management of reserves in accordance with the National Parks and Reserves Management Act 2002 and Nature Conservation Act 2002.

### **Essential Requirements**

- A Workplace Level 2 First Aid Certificate
- A minimum of five years experience in reserve management or equivalent experience.

**To access Band 4 Range 2 salary levels the following qualification is essential:**

- A Diploma in Conservation and Land Management or other qualifications deemed equivalent.

## Desirable Qualifications and Requirements

- A Diploma in Conservation and Land Management or other qualifications deemed equivalent.
- 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.

The **Parks & Wildlife Service Division** is responsible for managing Tasmania's parks and reserves and for protecting the State's unique natural heritage while at the same time providing for the sustainable use and economic opportunities for the Tasmanian community.

The role of the **Operations Branch** is to manage Tasmania's parks and reserves, providing high level strategic and policy advice to ensure the natural and cultural values of the Parks and Reserves system are strategically managed and enhanced in line with government policy and legislative requirements.

The Operations Branch includes the following sections:

- **Three Regions, Northern, North-Western and Southern** each Region is responsible for the planning and direction of operational activities and programs for that particular Region ensuring quality service delivery, effective risk management and the most effective use of available resources.
- **Assets and Information Management Systems** is responsible for the development of policies, procedures; IT systems, provision of technical expertise and training throughout the Parks and Wildlife Service to ensure the development and maintenance of built assets and equipment in accordance with relevant standards.
- **Fire Operations** is responsible for the development of policies, procedures; providing operational support and training throughout the Parks and Wildlife Service to plan for and control the use of fire to maintain ecological diversity of the reserve system and minimising the risk of bushfires.

## **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**

### **Medical examination**

Often work is outdoors and sometimes in remote locations which may involve periods of rough camping. Participation in fire management activities is a requirement of the role.

To meet remote working and fire management responsibilities, in line with agency standard policies and procedures, the Ranger will be required to complete an approved medical disclosure and contact information form and participate in an annual medical examination and fire fighter fitness assessment.

### **Availability and Recall**

The Ranger will be subject to fire duties availability, which imposes some restrictions on movement on days off and the taking of recreation leave during the fire season.

Fire suppression operations may involve work outside normal working hours for which payment will be made in accordance with the Tasmanian State Service Award. The Ranger must return to work for fire duties if requested when off duty.

The duties will require the Ranger to:

- work weekends and public holidays in accordance with a roster work pattern of 10 days on and 4 days off for part of the year; working 8 hours per day, which enables you to have an accrued day off every month.;
- work overtime, which includes after hours work and responding to afterhours disturbances;
- be rostered or directed to be available to return to work at short notice to deal with unforeseen circumstances or emergencies (e.g. wildfire);
- obtain and maintain a First Aid Certificate and perform first aid duties.

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### Location

The position is within the North West Region, initially located at Lake St Clair Field Centre. The occupant maybe required to work at the following Field Centres, within the Region.

### North West Region:

Highfield House Field Centre, King Island Field Centre, Leven Field Centre, Stanley Field Centre, Cradle Field Centre, Cradle Enterprise, Overland Track, Lake St Clair Field Centre, Arthur River Field Centre, Strahan Field Centre, Queenstown Field Centre.

In accordance with the Parks and Wildlife Service Industrial Agreement 2009 the following salary loadings will be paid for the expected level of work as follows:

Work	Level	Salary Loading
Weekend days and public holidays	42 - 52 weekend days and public holidays	17%
Availability	657 - 820 hours	3%
First Aid	Workplace Level 2	1%
Overtime	Claim TOIL or Payment	
<b>TOTAL SALARY LOADING PAID:</b>		<b>21%</b>

The salary loading is the percentage of annual base salary paid. Work arrangements and salary loading may be changed in accordance with the Parks and Wildlife Service Industrial Agreement 2009.

Approved by:



Date: 21/05/2018