

# Department of Natural Resources and Environment Tasmania

## Statement of Duties

<b>Position title</b>	Manager, Partnerships, Programs and Divisional Projects
<b>Position number</b>	709088
<b>Division/Business Unit/Branch</b>	Primary Industries and Water/Marine Resources/ Partnerships & Projects
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream, Band 8
<b>Position Status</b>	Permanent
<b>Full Time Equivalent (FTE):</b>	1.0 FTE (minimum 0.80 FTE, by negotiation)
<b>Ordinary hours per week:</b>	36.75 hours (minimum 29.40 hours, by negotiation)
<b>Location</b>	Statewide
<b>Reports to</b>	General Manager, Marine Resources

### Position Purpose

The purpose of the role is to oversee the management of diverse major projects and partnerships across the Marine Resources Business Unit, and to act as a knowledge broker connecting Marine Resources staff with the whole of government and key external partners to deliver research and policy priorities.

### Major Duties

- Manage the human, physical, financial and information resources of the Partnerships and Projects Branch in accordance with contemporary practices and Departmental policies and procedures.
- Provide high level specialist and strategic advice to the Director, Marine Resources and other senior Departmental management as required.
- Provide effective performance management and mentoring to staff, and maintain a consultative, collaborative, fair and safe working environment.
- Lead and inspire a diverse project team to deliver innovative and enduring solutions to a diverse range of policy issues and priority projects.
- Establish and nurture positive working relationships with a wide range of multidisciplinary research providers, from traditional knowledge to more formalised cooperative research programs, including Institute for Marine and Antarctic Studies, the Blue Economy and Marine Bioproducts Cooperative Research Centre, as well as emerging research collaborations.
- Coordinate delivery of priority projects, including the Fisheries Digital Transition Project, the Review of the Living Marine Resources Management Act project, the Aquaculture in

Commonwealth Waters project and contribute to the design and delivery of related initiatives at Departmental and Interdepartmental levels.

- Oversee the provision of cross-cutting advice and services to other Branches within Marine Resources, including support for communications, policy and data management.
- Work closely with the Director and specialist staff in NRE Tasmania and other agencies to design new approaches to management of cultural fisheries, Aboriginal enterprises on sea country and reform of current legislation and programs to empower Aboriginal Tasmanians access to commercial and recreational fishing opportunities.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

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

As a Senior Manager, the occupant of the position is:

- accountable for the performance and development of staff within the Partnerships and Projects Branch and is responsible for regularly reviewing the performance of supervised staff against agreed performance objectives, milestones and measures;
- responsible for the efficient and effective operation of the function or program requiring budget management, optimal use of resources and maintaining and/or modifying strategy and policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
- expected to demonstrate a high degree of initiative and judgement in providing timely, high level advice to senior management and will be expected to manage allocated projects and coordinate sub-projects and to achieve objectives within agreed project timeframes; 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 in relation to the role are that:

- reports directly to the Director, Marine Resources and is a member of the Executive; and
- has considerable operational autonomy with operational direction according to government policy and broad corporate objectives.

## **Knowledge, Skills and Experience (Selection Criteria)**

1. High level knowledge, expertise and extensive experience in managing partnerships and projects in complex public policy engagement settings.
2. Highly developed managerial skills and demonstrated capacity to manage human, physical, financial and information resources. A sound knowledge and understanding of contemporary project management and business planning, including the NRE Tas Project management framework.
3. Demonstrated leadership qualities, including the ability to motivate and gain the co-operation of others in the achievement of challenging, difficult and sometimes conflicting

objectives. The ability to foster team environment and to monitor efficiency and effectiveness leading to continuous improvement in workplaces.

4. Excellent oral and written communication, representation, negotiation and conflict resolution skills. Demonstrated ability to develop productive relationships with specialists and stakeholders in various fields and to share ideas to resolve problems.
5. Highly developed conceptual and reasoning skills. Flexibility, creativity and innovation regarding the implementation of government and organisational strategy and policy and the integration of relevant solutions from diverse disciplines or fields.
6. Demonstrated capacity to plan, organise, schedule and deliver own outputs and those of a team and to modify approaches and adapt to new strategic direction.

## **Position Requirements**

### **Desirable Qualifications and Requirements**

- A Diploma or Degree in Applied Science, Natural Resources Management, Law, Economics or Public Administration or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.
- Extensive experience working with research providers to create and deliver knowledge that informs policy outcomes.
- Experience working with Aboriginal stakeholders and an understanding of emerging Aboriginal Tasmanian policy issues and opportunities.
- Proven record of effectively using diverse communication media/channels with diverse groups of stakeholders.

## **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), 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.nre.tas.gov.au](http://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](http://www.dpac.tas.gov.au/divisions/ssmo).