

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Business Services Advisor
Position number	709474
Division/Business Unit/Branch	Strategy and Business Services/Business Services
Award/Agreement	Tasmanian State Service Award
Classification	General Stream, Band 5
Position Status	Fixed-term
Full Time Equivalent (FTE)	1.0 FTE (minimum 0.80 FTE, by negotiation)
Ordinary hours per week	36.75 hours (minimum 29.40 hours, by negotiation)
Location	State-wide
Reports to	Manager, Business Services

Position Purpose

A key member of the Business Services, the Business Services Advisor plays a pivotal role in the day-to-day management and administration of the Division's corporate and business services activities. Working closely with the Manager, Business Services the role is responsible for delivery of high quality business support activities ensuring adherence to Departmental policies and operating within governance frameworks to ensure on-going sustainable practices and outcomes.

Major Duties

- Provide advice and support to the Manager Business Services, and as required divisional managers, on the Division's governance, application and compliance with corporate policies and procedures, in particular, but not limited to, those relating to internal human resources practices, governance, financial management, accounting and assets.
- Support the delivery of the Strategic Plan through assisting the Manager Business Services in the development and coordination of the divisional budget, and as required assist senior management throughout the budget cycle to ensure revenue and expenditure is appropriately allocated and accounted for.
- Support the Manager Business Services in the review of business services improvement processes, collaborating with stakeholders across the Department to refine and continuously improve business practices.
- Undertake research, interpretation and analysis of relevant legislation, regulations, policies or procedures to assist the Division in the application and compliance with corporate policies and procedures and apply this knowledge to a variety of operational activities.

- Represent the Manager Business Services and the Division in consultation and negotiations with Branch Managers, Program Managers and other Divisions within the Agency. Assist in statutory and corporate planning activities for the Division.
- Support a culture of learning and growing through providing mentoring and leadership role for corporate and administrative staff within the Division and wider Business Services Branch, including undertaking training and development as required.
- Provide project management support activities as required in order to achieve strategic and operational objectives of the Branch and broader Division.

Responsibility, Decision Making and Direction

The occupant of the position is responsible for:

- ensuring expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework;
- providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; 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:

- work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying "highly developed expertise" (where specific qualifications are essential) to complex and challenging program activities; and
- the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision-making framework and in providing solutions to meet service delivery requirements.

Knowledge, Skills and Experience (Selection Criteria)

1. In depth knowledge and expertise in the application and compliance of corporate policies relating to general accounting, financial and asset management, financial reporting and budget control. Experience or the ability to acquire in depth knowledge of government financial administrative practices.
2. Demonstrated experience in utilising a range of corporate technology such as financial accounting, electronic document management and asset management systems, or the proven ability to quickly gain the level of knowledge required.
3. The capacity to provide leadership, instruction and guidance to less qualified or experienced associates and the ability to work as a member of a team.
4. Interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice, reports and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges. The ability to liaise effectively with specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements.

5. Proven ability to make informed decisions, provide recommendations and/or implement alternative methods of approach to provide operational solutions to overcome challenges for program and service delivery requirements.
6. Well-developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.

Desirable Qualifications and Requirements

- A relevant tertiary qualification
- Experience working in a similar role, providing support within a finance, accounting or business services unit or function
- Experience with Government financial administrative practices and procedures

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), fire in national parks and other reserves, 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 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.