

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

# Project Officer

## Statement of Duties

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<b>Position number:</b>	708066
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 5
<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, Ulverstone/Cradle Mt
<b>Employment status:</b>	Fixed-term
<b>Ordinary hours per week:</b>	36.75 hours
<b>Supervisor:</b>	Parks & Reserves Manager

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### Position Objective

The purpose of the role is to coordinate and supervise the staged implementation of the redevelopment of identified Overland Track (OLT) huts and the integration of construction with other projects and into a cohesive works program.

### Major Duties.

- Coordinate the implementation of OLT hut redevelopment construction quotation/tenders including liaison between consultants, contractors and other project managers to ensure an integrated construction program in accordance with approved plans and construction schedules.
- Assist in the administration of contracts including technical specifications and conditions of quotation/tender and contractor payments in accordance with Departmental and Government requirements.
- Work with other members of the OLT Project team and consultants to plan and implement a staged design and construction program for the specified huts.
- Liaise with, and coordinate communication and information between staff, consultants, contractors and suppliers on project or policy related issues. Maintain appropriate records and ensure the delivery of outcomes.
- Oversee onsite the implementation of approved construction plans, methodology and timing to minimise impacts on the environment, visitors, operational programs & PWS assets.
- Coordinate helicopter operations for the Overland Track hut redevelopment project.

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- Prepare financial and progress reports for project stages and review periods for the OLT Project team.

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

The occupant of the position is responsible for:

- ensuring expertise is effectively applied to provide project delivery outcomes consistent with the project plans and deliverables;
- providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; and
- ensure 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" 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) (in relation to the Major Duties)**

- In depth knowledge and experience in the supervision of building construction projects, logistics and working in remote areas, or the ability to acquire the knowledge required.
- 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.
- 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.
- Proven ability to make informed decisions, recommendations and/or implement alternative methods of approach to provide operational solutions for Project delivery and Project outcomes requirements.
- Well developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames and allocated budget requirements. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.

### **Desirable Qualifications and Requirements**

- A current motor vehicle driver's licence.
- Asset and/or built infrastructure management, design, maintenance or construction related qualification.
- Relevant tertiary qualifications in Project Management.
- Experience in coordinating helicopter operations.

### **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**

#### **Fire and Remote Area Work**

The occupant may on occasions be required to camp at the construction sites on the Overland Track when activities on site make it appropriate to do so. Some travel by helicopter will be required.

While not a requirement of this position the occupant is encouraged to participation in fire suppression operations on the fire ground and/or as part of an incident management team if trained and qualified to do so.

#### **Medical examination**

In line with agency standard policies and procedures, to work remotely the occupant will be required to complete an approved medical disclosure and contact information form. The occupant, if participating in fire-fighting activities, will also be required to participate in an annual medical examination and fire fighter fitness assessment.

#### **Availability**

If participating in fire operations the occupant may be subject to fire duties availability, which imposes some restrictions on movement and the taking of recreation leave and days off in the fire season.

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Fire-fighting may involve work outside normal working hours. If placed on fire availability, the occupant must return to work for fire duties if requested when off duty.

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**Approved by:**

**Date:** 16/08/18