

Parks and Reserves Manager East Coast

Statement of Duties

Position number:	705773
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 6
Division/branch/section:	Parks & Wildlife, Operations Branch
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.8 FTE, by negotiation)
Location:	Prospect (or located within the Northern Region)
Employment status:	Permanent
Ordinary hours per week:	36.75 hours (minimum 29.40 hours, by negotiation)
Supervisor:	Regional Manager – Northern Region

Position Objective

The purpose of the role is to manage the PWS East Coast Area within the Northern Region to deliver high quality visitor experiences, best practice approaches to the promotion, conservation, and sustainable use of Tasmania's natural and cultural resources with operational excellence in all facets of community, stakeholder, people, resources and infrastructure management.

Major Duties

- Lead, direct and control the management of reserve values, assets, service delivery and support activities within an area by ensuring resources are optimally utilised to deliver service excellence, quality and safety.
- Lead and develop a cohesive and engaged area team by providing a high level of personal leadership, integrity, enthusiasm and motivation aligned with PWS values. Develop the skills and capabilities of the area staff aligned to business needs through ongoing guidance, coaching and assessment and feedback on performance.
- Proactively manage and develop community, local government and stakeholder relationships by facilitating and promoting dialogue, partnerships, education and understanding of PWS activities and policy as well as ensuring strategic and tactical management of sensitive issues.
- Build and improve PWS capability by contributing to business and strategic planning whilst ensuring implementation of regional business plan and strategy priorities with a focus on consistent standards and process compliance.

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- Build and maintain cross-divisional, interagency and external networks to achieve strategic business outcomes within the area of responsibility.
- Integrate the management of business enterprises and associated reserved land to achieve management objectives and deliver consistent service standards. Oversee the preparation, implementation and integration of Business Enterprise Plans with operational programs and activities. Develop and manage all aspects of business enterprises within an area in the absence of a business manager.
- Provide informed and authoritative advice on a wide range of land management, wildlife and cultural heritage management issues through reports, analyses, and investigations including timely and effective responses to ministerial enquiries.
- Minimise the risk of injury to employees, volunteers and contractors through implementation of the PWS Work Health and Safety Management System, and associated PWS Divisional WH&S Plan, policies and procedures and applicable legislation and codes of practice.
- Minimise the risk of injury to public visitors to reserves and other lands managed by PWS by implementing appropriate risk management measures and ensuring assets are maintained and managed in accordance with PWS and legislative requirements.
- Undertake fire suppression activities and participate in incident management teams as a means of managing critical incidents including but not limited to wildfire suppression.
- Development and management of business agreements including contract briefs for consultancies and construction works, commercial and non-commercial lease and licence operating conditions.
- Manage compliance with a broad range of legislation administered by the Department and where required, investigate breaches and provide advice and recommendations on how these should be dealt with.
- 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:

- Ensuring the application of management standards within the field centres is consistent with PWS policies and procedures. Contribute to the development of new regional operational systems, policies and procedures that support the implementation of new recommendations.
- Management of human, physical and financial resources for field centres within the designated area including the exercise of specified financial and human resource delegations.
- Implementation of PWS programs in line with business plan requirements and budgetary parameters.
- High level advice and recommendations on matters affecting area operations, community and stakeholder relationships, including representation and advocacy at public forums. Provides regular and timely advice and recommendations regarding land management and operational issues to the Regional Manager as required.
- The exercise of statutory responsibilities principally under the National Parks and Reserves Management Act 2002 and Nature Conservation Act 2002 and ensure that appropriate enforcement regimes are applied in compliance with statutory requirements.
- Ensuring legislative requirements are satisfied for PWS area operations including Workplace Health and Safety, Buildings, and applicable Codes of Practice. Monitor and review performance.
- Responding to and managing critical incidents.
- Leading and developing an appropriate culture aligned to PWS values.
- Support organisational and cultural changes within the workplace
- The appropriate induction, training and development of staff.
- Ensuring compliance with Departmental policies and procedures.
- 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:

- Guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments.
- The occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment.
- Work of a highly technically complex nature or with a varied range of activities may receive instruction and/or provide innovative solutions to meet program or service delivery outcomes.

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

- Significant management skills and expertise to manage people to perform at their best in a complex and demanding environment.
- Highly developed and detailed understanding and experience of natural and cultural resource management including a thorough understanding of ecological principles, wildlife, vegetation and water management issues and contemporary conservation issues.
- High level communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills and the ability to effectively represent the Agency. High level written communication skills.
- Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from diverse disciplines or fields into area of activity. Initiative, flexibility and creativity in developing options and recommendations to resolve problems and improve service delivery.
- High level organisational skills which enable the coordination, facilitation and conduct of a variety of activities, and the planning and completion of work activities within tight time frames.
- Relevant experience in fire and critical incident management or the capacity and ability to readily acquire skills to manage critical incidents and emergency situations.

Essential Requirements

To access Range 2 salary levels the following are essential:

A Bachelor Degree in Conservation and Land Management or qualifications deemed appropriate.

Five years minimum experience in reserve management or experience deemed appropriate.

Desirable Qualifications and Requirements

- A Bachelor Degree in Conservation and Land Management or equivalent qualifications deemed appropriate.
- A current motor vehicle driver's licence
- Relevant experience in the management of small businesses.

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.

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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. With 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 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.

Operations Branch

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.

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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.

Special Employment Conditions

Location

The position is within the Northern Region, initially located at Prospect Offices. The occupant maybe required to work at the following Field Centres, within the Region.

Furneaux Field Centre, Freycinet Visitor Centre, Freycinet Field Centre, St Helens Field Centre, Scottsdale Field Centre, Tamar Field Centre, Tamar Island Wetlands Centre, Mersey Field Centre, Great Western Tiers Field Centre, Mole Creek Caves.

Medical Examination:

Some 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 Parks and Reserve Manager 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 Parks and Reserve Manager 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 Parks and Reserve Manager must return to work for fire duties if requested when off duty.

Some intrastate travel may be required.



Approved by:

Date: 19 July 2019