

Department of Primary Industries, Parks, Water and Environment

Ranger

Statement of Duties

Position number:	701116
Award/Agreement:	Tasmanian State Service Award, Parks & Wildlife Service Industrial Agreement 2009
Classification level:	General Stream, Band 3
Division/branch/section:	Parks and Wildlife Service (PWS), Operations
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.8FTE, by negotiation)
Location:	Northern Region
Field Centre:	The position is within the Northern Region, initially located at the Mersey Field Centre. (See special employment conditions for further information on other field centres within the Region)
Employment status:	Permanent
Ordinary hours per week:	38 hours (minimum 30.4 hours, by negotiation)
Supervisor:	Ranger-In-Charge

Position Objective

The purpose of the role is to implement the Field Centre operation plans, carry out works programs and projects to achieve the conservation and sustainable use of natural and cultural resources.

Major Duties

- Planning and implementation of minor development works; maintenance, operational and monitoring tasks associated with the management of reserve environmental, recreational and cultural assets.
- On-the-job control of employees and volunteers engaged in minor project work and routine maintenance, operational and monitoring tasks. Includes allocating tasks and explaining and/or demonstrating work methods to inexperienced employees and volunteers.
- Prepare environmental assessments (Reserve Activity Assessments) and monitoring programs associated with proposals for minor development or use.
- Provide information and feedback to assist with the preparation and implementation of field centre operational plans, works programs and budgets.
- Undertake risk assessments and identify and implement procedures and actions to ensure safe workplaces and public safety.

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- Provide support and assistance in the case of emergencies, including administering First Aid where appropriate.
- Provide information, advice and assistance to visitors, community members regarding the use or management of reserved land and issues affecting neighbouring land.
- Plan and conduct information, interpretation and education programs. Assist with the implementation of community consultation and engagement programs.
- Undertake fire operations including fuel management, wildfire suppression, and planning and implementation of burns.
- Undertake inspections of leased and licensed areas to ensure compliance with contract operational conditions.
- Undertake enforcement procedures as Authorised Officer.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- Undertakes development, maintenance, operational and monitoring tasks in accordance with Regional and Field Centre operational plans, maintenance schedules, and Departmental policy and procedures.
- Provides advice and support directly to employees and volunteers, assisting with on-the-job logistics and organising works and small projects. Ensure that employees and inexperienced employees are suitably equipped, work safely and are aware of safe work practices.
- Provides reliable advice and information to visitors and community members.
- Maintains good working relationships and works effectively as a team member.
- Following successful completion of law enforcement training the Ranger will be appointed as an authorised officer and is expected to deal effectively with minor offences while referring and assisting experience staff with more complex offences.
- Ensures 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:

- Duties are performed under limited supervision from the Ranger-in-Charge. Additional guidance is available from departmental policies, management plans and the PWS Strategic Plan.
- The Ranger-In-Charge will establish priorities for the works program; however the occupant will often be required to use initiative and make judgements remote from sources of advice.
- Choices are made based on established procedures, guidelines and instructions written or verbal.

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

- A good working knowledge, understanding and experience in managing natural and cultural resources for conservation and sustainable use.
- Ability to work with others and maintain good working relationships; together with a knowledge of diversity principles and occupational health and safety requirements.
- Sound organisational skills combined with an understanding of budget management principles or the ability to acquire the knowledge.
- Good interpersonal, written and verbal communication skills and ability to communicate with a wide range of people.
- Knowledge of fire behaviour, and fire operational experience. Ability to actively participate in fire suppression operations.
- Knowledge of the relevant legislation administered by the Department or ability to quickly acquire the knowledge. Ability to carry out enforcement procedures.

Essential Requirements

A Workplace Level 2 First Aid Certificate.

Desirable Qualifications and Requirements

Certificate III in Conservation and Land Management or equivalent qualifications.

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 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.

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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 Regional Areas - Northern, North-Western and Southern**
Each region is responsible for the planning and direction of operational activities and programs for that particular area, ensuring quality service delivery, effective risk management and the most efficient use of available resources and budgetary provisions.
- **Property Services** represents the Crown as an owner of property through pro-active Crown property development, facilitating public and private sector use of Crown and reserve land property and providing an authoritative and specialist source of advice direct to Government and the private sector. The Unit undertakes a significant number of Crown property transactions including sales, leases, tenancies, exchanges.

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.

Special Employment Conditions

Medical examination

Often work is outdoors and sometimes in remote locations which may involve periods of rough camping.

To meet remote working 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.

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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. emergency response);
- obtain and maintain a First Aid Certificate and perform first aid duties.

Location

The position is within the Northern Region, initially located at the Mersey Field Centre. 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, Entally House Historical Site, Great Western Tiers Field Centre, Mole Creek Caves.

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%
Overtime	Claim only	
Availability	657 – 820 hours	3%
First Aid	Workplace Level 2	1%
TOTAL SALARY LOADING PAID:		21%

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: 26 July 2021