Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Parks and Reserves Manager (Macquarie Island) |
| Position number | 709847 |
| Division/Business Unit/Branch | Parks and Wildlife Service / Operations / Southern Region |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 6 |
| Position Status | Permanent |
| 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 | Glenorchy |
| Reports to | Regional Operations Manager |

**Position Purpose**

The purpose of the role is to manage the Macquarie Island Nature Reserve within the Region to deliver high quality visitor experiences, best practice approaches to the promotion, conservation, and sustainable use of the States 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.
* 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 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 Occupational Health and Safety Management System, and associated Regional WHS Development 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.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* implementing policies, regulations and plans to provide efficient and effective program or service delivery outcomes;
* management and/or quality control of outcomes, processes, systems, resources, assets and infrastructure. This includes managing the performance of subordinate staff;
* providing advice on the application of policy to systems and processes in meeting specified program objectives;
* manage the key partnership between PWS and the Australian Antarctic Division as the primary point of contact for biosecurity, science, research, approvals and authorities; 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:

* 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; and
* 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)**

1. Significant management skills and expertise to manage people to perform at their best in a complex and demanding environment.
2. 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.
3. High level written and verbal communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills and the ability to effectively represent the Agency.
4. 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.
5. 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.
6. Relevant experience in fire and critical incident management or the capacity and ability to readily acquire skills to manage critical incidents and emergency situations.

**Position Requirements**

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

* Relevant experience in the management of sub-antarctic reserves areas or similar reserves land management experience would be an advantage.
* 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.

**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](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).

# **Special Employment Conditions**

**Medical Examination**

* Be certified as fit for Macquarie Island service by the Australian Antarctic Division’s Polar Medicine Unit following tests conducted on its behalf by a nominated medical practitioner.
* Be rated as suitable for Macquarie Island service by the Australian Antarctic Division’s Polar Medicine Unit following psychological assessments conducted on its behalf by a nominated professional provider.

Often 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 Reserves 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 Reserves 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 Reserves Manager must return to work for fire duties if requested when off duty.