Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Project Officer, Threatened Species |
| Position number | 709914 |
| Division/Business Unit/Branch | Environment, Heritage and Land / Environment / Threatened Species and Conservation Programs |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 4 |
| 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 | Hobart |
| Reports to | Project Manager, Threatened Species |

**Position Purpose**

The purpose of the role is to contribute to the development and implementation of threatened species projects and provide professional and technical advice on threatened species conversation and management in Tasmania.

**Major Duties**

* Assist in researching and synthesising technical information to help develop conservation plans, discussion papers, policies and practical guidelines on issues relating to the management of threatened species (e.g., for listing statements, conservation action plans, captive breeding programs, research projects, monitoring programs, and ecological boundaries).
* Provide fit-for-purpose scientific advice on the conservation and management of threatened species.
* Provide project management support, including the coordination of meetings and preparation of agendas, minutes, briefings, correspondence and communication materials.
* Monitor and assess contract milestone reports with guidance from the Project Manager for a range of internal and external stakeholders.
* Provide secretariat support to Threatened Species Recovery teams and the Threatened Species Grant Scheme.
* Coordinate, consolidate and analyse feedback from governance bodies, professional practitioners and other key stakeholders in the development of threatened species project and program outputs.
* Assist in the management and implementation of program activities under the direction of the Project Manager by tracking detailed plans and schedules to ensure milestones and performance indicators are met, including providing timely and effective status reports and other relevant documentation.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* ensuring guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives;
* providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
* ensuring advice, recommendations and decisions support specified service delivery and program outcomes; where supervision is involved, 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:

* general direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area; and
* the occupant is expected to exercise judgement and initiative whilst undertaking the duties for the position.

**Knowledge, Skills and Experience (Selection Criteria)**

1. Well-developed knowledge and expertise in undertaking research and project activities in a related field such as biological sciences, ecology, or natural resource management, or the ability to quickly acquire such knowledge.
2. Highly developed project management and organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.
3. The ability to make decisions on operational performance and manage workflows whilst fostering a consultative team environment. The ability to work independently and collaborate with and support team members on threatened species matters.
4. Highly developed communication and interpersonal skills including liaison, negotiation and conflict resolution skills, the ability to prepare written reports that are clear, accurate and concise and in accordance with administrative procedures.
5. The ability to exercise judgement in compiling, analysing and evaluating complex and unrelated information to maintain and modify operational performance and service delivery.

**Position Requirements**

Desirable Qualifications and Requirements

* A degree in natural sciences or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.
* A current motor vehicle driver's licence.

**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).