Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

**Position title** Manager (Invasive Species Branch)

Position number 702443

Division/Business Unit/Branch Biosecurity Tasmania – Invasive Species Branch

Award/Agreement: Tasmanian State Service Award

Classification General Stream, Band 8

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 Hobart, Launceston, or Devonport

Reports to General Manager, Biosecurity Tasmania

**Position Purpose**

To manage the Invasive Species Branch, including providing strategic direction and directing relevant programs and projects, to protect Tasmania’s natural values and primary industries from the impacts of invasive species.

**Major Duties**

* Manage the human, physical, financial and information resources of the Branch, including the preparation and implementation of Branch strategies, annual business and program plans and budgets to ensure the effective provision of services to clients, especially relevant operational units of the Biosecurity Tasmania Strategic Business Unit.
1. Develop and provide high level policy and technical advice to Government on invasive species issues of relevance to Tasmania within the broader biosecurity framework.
2. Ensure that the Invasive Species Branch develops and maintains effective liaison with all relevant stakeholders including other Government (National, State and Local Government), industry, landowners and community groups, non-government organisations and relevant national and international bodies.
3. Represent the Department on a range of State and National committees of relevance to invasive species issues.
* Conduct and coordinate integrated programs for Tasmania in accordance with all relevant legislation including the *Nature Conservation Act 2002*, *Biosecurity Act* 2019, *Cat Management Act 2009* and *Animal Welfare Act 1993.*
* Develop a strategic and integrated approach to invasive species issues in line with contemporary practice and within the context of the Biosecurity Tasmania’s program.
* Ensure that the Branch develops and maintains effective pest animal and weed monitoring, technical policy and planning, research and strategic frameworks in relation to invasive species.
* Maintain a consultative, harmonious, fair and safe working environment.
* Evaluate performance and provide mentoring and coaching to Branch members as appropriate.
* Perform any other assigned duties at the classification level that are within the employee’s competence and training.

**Responsibility, Decision Making and Direction**

As a Senior Manager, the occupant of the position is:

* accountable for the performance and development of staff within the Invasive Species Branch and is responsible for regularly reviewing the performance of supervised staff against agreed performance objectives, milestones and measures;
* responsible for the efficient and effective operation of the function or program requiring budget management, optimal use of resources and maintaining and/or modifying strategy and policy, administrative processes and externally funded projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
* expected to demonstrate a high degree of initiative and judgement in providing timely, high level advice to senior management and will be expected to manage allocated projects and coordinate sub-projects and to achieve objectives within agreed project timeframes; 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 received in relation to the role are:

* reports directly to the General Manager Biosecurity Tasmania and is a member of the Biosecurity Tasmania Leadership Group.
* has considerable operational autonomy with operational direction according to government policy and broad corporate objectives.

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

1. High level knowledge, expertise and extensive experience in invasive species management and natural resource management.
2. Highly developed managerial skills and demonstrated capacity to manage human, physical, financial and information resources. A sound knowledge and understanding of contemporary project management and business planning.
3. Demonstrated leadership qualities, including the ability to motivate and gain the co-operation of others in the achievement of challenging, difficult and sometimes conflicting objectives. The ability to foster team environment and to monitor efficiency and effectiveness leading to continuous improvement in workplaces.
4. Excellent communication, representation, negotiation and conflict resolution skills. Demonstrated ability to develop productive relationships with specialists and stakeholders in various fields and to share ideas to resolve problems.
5. Highly developed conceptual and reasoning skills. Flexibility, creativity and innovation regarding the implementation of government and organisational strategy and policy and the integration of relevant solutions from diverse disciplines or fields.
6. Demonstrated capacity to plan, organise, schedule and deliver own outputs and those of a team and to modify approaches and adapt to new strategic direction.

**Position Requirements**

**Pre-employment**

* The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Conviction check in the following conviction areas:
2. Crimes of violence
3. Sex related offences
4. Serious drug offences
5. Crimes involving dishonesty
6. Serious traffic offences
7. Any other offences under the *Biosecurity Act 2019*, or related legislation

Desirable Qualifications and Requirements

1. A degree in Science or Natural Resource Management or other relevant tertiary qualifications.
2. 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.

**Biosecurity Tasmania** deals with animal health, food safety, chemical management, diagnostic services, quarantine, invasive species and matters of biosecurity in Tasmania.

The **Invasive Species Branch** provides underpinning technical policy and research support and strategic direction for the operational Branches (especially the Biosecurity Operations Branch). The main roles of the Invasive Species Branch are:

* To develop and maintain a policy and legislative framework to support operational activities
* To promote research and develop partnerships to improve knowledge of invasive species, their impacts and best practice management with an emphasis on engaging the scientific community in this area
* To manage data relating to invasive species in Tasmania, including the coordination of monitoring data, and
* To lead the response to incursions of new invasive species, provide support for the management of established invasive species, and develop and communicate understanding of invasive species issues.​​

# **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).

Some intrastate and interstate travel may be required.