

Seasonal Discovery Ranger

Statement of Duties

Position number:	Generic
Award/Agreement:	Tasmanian State Service Award, Parks and Wildlife Service Industrial Agreement 2009
Classification level:	General Stream, Band 2
Division/branch/section:	Parks & Wildlife Service/Tourism, Experiences and Visitor Services/Community Programs
Full Time Equivalent (FTE):	Minimum 50 hours per annum, additional hours are available by negotiation
Location:	State-wide
Employment status:	Fixed Term
Ordinary hours per week:	Hours will vary, employed on a roster basis
Supervisor:	Interpretation and Education Officer

Position Objective

Provide and coordinate interpretive and educational activities to enhance visitor experiences, and increase student and community understanding of our natural and cultural heritage.

Provide assistance in customer and visitor engagement and assist with reserve management activities.

Major Duties

- Provide knowledge of Tasmanian natural and cultural heritage to visitors through interpretative activities both inside and outside of the reserve-estate.
- Provide a program of activities over the summer period in the parks and reserves that enhances the visitor experience and community engagement.
- Provide interpretative activities outside of the summer program for example via school visits, camps, excursions or special community events.
- Prepare reports and media opportunities on activities undertaken throughout the year, including a final report at the completion of the summer program.
- Assist with park management activities such as maintenance, cleaning and administration.
- Provide interpretation, information, advice and assistance to visitors in PWS Visitor Centres.

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- Where applicable, deliver presentations on penguin and shearwater bird species and engage with visitors at the Bruny Island Neck Game Reserve and Lillico Beach Conservation Area.

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- the timely development and delivery of a program of activities for visitors as part of the Summer Discovery Ranger Program;
- the timely development and delivery of educational and engagement activities for school students and broader community;
- the timely delivery of park management activities and responding to visitor needs;
- ensuring that information is accurate, appropriate and consistent;
- 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 the occupant will:

- work under general guidance; initially receive detailed instructions in relation to tasks and priorities to complete allocated tasks. With experience and knowledge, will be expected to exercise some independent judgement in how tasks are performed and outcomes achieved.

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

- Knowledge and experience in the development and delivery of interpretive, educational activities and public presentations.
- A good understanding of the natural and cultural values of Tasmania and/or relevant knowledge and experience of Tasmania sea birds, including some experience in our National Parks and Reserves,
- Ability to adapt a program to deliver curriculum-based information, and demonstrable experience working with school groups.
- Good communication and interpersonal skills including the ability to communicate with a wide range of people with differing interests and from a variety of cultural and socio-economic backgrounds.
- The ability to make independent decisions and use initiative in the achievement of outcomes.
- Well-developed organisational skills including the ability to set priorities and manage variable workloads for the planning and completion of tasks.

Essential Requirements

- Registration to “Work with Vulnerable People” as required under the Registration to Work with Vulnerable People Act 2013.

Desirable Requirements

- A current driver’s licence.

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 situations that require emergency prevention, preparedness and response activities that are the core business of the Parks and Wildlife Service, there may be a requirement for all staff participation 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.

The role of the **Tourism, Experience and Visitor Services Branch** is to facilitate strategic and sustainable use of Tasmania’s parks and reserves consistent with the conservation, protection and presentation of Tasmania’s natural and cultural assets to meet the Organisation’s vision and goals.

The **Visitor Services Section** is responsible for providing accurate and timely advice to visitors to the Tasmanian parks and reserves system and for ensuring that business systems are accessible and easy to use.

DPIPWE Discovery Ranger Program

The Discovery Ranger Program delivers three primary functions, a summer program inclusive of interpretive and engagement activities both inside and out of parks and reserves, primarily in a full-time capacity during the summer months; educational programs in schools, communities and reserves in a part-time capacity throughout the year; and working in Visitor Centres and reserves providing advice and assistance to visitors and the provision of reserve

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management activities such as maintenance, and cleaning duties to ensure appropriate levels of presentation are maintained.

In addition, Discovery Rangers may be located at Bruny Island or Lillico Beach, where these Discovery Rangers work primarily part-time evening shifts of 3 hours during the summer months in order to provide interpretation and education in relation to penguin and shearwater birds.

Discovery Rangers are employed to fulfil all functions with the exception of the penguin and shearwater aspect of the role. If you wish to be considered for employment in this area, in addition to the other functions, please specify this in your application.

The objective of the program is to educate the general public and connect them to the natural and cultural heritage values found within the reserve-estate. Furthermore the program aims to encourage visitors, school children and community groups to conserve Tasmania's natural and cultural heritage, use parks and reserves as a platform to improve the community's health and wellbeing, and support disadvantaged sections of the Tasmanian community.

Employment Conditions

- will be offered a minimum of 50 hours work annually, with the possibility of extra hours should these become available;
- may be assigned to several reserves, field centres or locations during the Summer Discovery Ranger Program. This location may be anywhere within Tasmania, including in isolated locations. In some locations, accommodation may be shared with other staff;
- may be offered duties in school and community facilities or at community events throughout the course of the year, after the completion of the Summer Discovery Ranger Program.
- may be required to work weekends and public holidays in accordance with a roster during the Summer Discovery Ranger Program, and as necessary for the delivery of an event or activity at other times;
- will be required to perform some activities in the evening; and
- will be required to obtain and maintain a First Aid Certificate and may be required to perform first aid duties.

Medical examination

To meet working responsibilities, in line with agency policies and procedures, the Discovery Ranger will be required to provide a statement of health from a General Practitioner and an approved medical disclosure.

Work Environment

Discovery Rangers will be required to work outdoors at times in remote locations.

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,

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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

Approved:



Date: 6 October 2021