

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Assistant Director, Forest Policy
Position number	372159
Division/Business Unit/Branch	Primary Industries and Water /Agriculture, Forestry and Water / Forestry and Games Services
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	Statewide
Reports to	Director – Forestry and Game Services

Position Purpose

The purpose of the role is to support whole-of-Agency outcomes and whole-of-Government policy through the provision of high-level policy advice on forest policy and forest industry issues based on sound and rigorous analysis and to manage key whole of government projects.

Major Duties

- Provide high level policy advice to Government and the Agency on strategic forestry policy, legislation and related industry issues that meet the economic, environmental and social expectations of the Agency, industry and community.
- Research and analyse emerging and current forest policy related issues, to provide high level expert advice to the Agency and Government in the development of strategic plans and policies for the forestry industry.
- Undertake, lead and manage critical plans and projects relating to the forestry industry to ensure the successful delivery of objectives and outcomes and effective and efficient utilisation of the human, physical and financial resources.
- Represent the Agency and Government on forestry policy issues as well in various interagency and inter-jurisdictional forums
- Develop and maintain high level relationships with key stakeholders including industry bodies and local, state and national government bodies to facilitate the effective implementation and achievement of Government objectives and priorities.
- Preparation of high level briefings, correspondence, reports and submissions. Prepare Cabinet submissions and responses to Ministerial and client enquiries regarding forestry policy and review the written work of others as required.

- 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 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 research 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 in relation to the role are that:

- reports directly to the Director Forestry and Game Services;
- 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 or demonstrated experience to rapidly acquire knowledge of the forestry sector and the legislative and policy framework within which it operates.
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

Desirable Qualifications and Requirements

- A tertiary qualification in a relevant discipline.
- 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 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.