Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

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| **Position title** | Investigator - Forest Practices Authority |
| Position number | 372961 |
| Division/Business Unit/Branch  | Forest Practices Authority / Compliance |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 5 |
| 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 | Manager Compliance |

**Position Purpose**

The purpose of the role is to assist the Manager of Compliance with the implementation of the compliance program. The role will lead and provide assistance with investigations and monitoring compliance, and provide support to forest practices officers, government agencies, industry, landowners, forestry workers and the public on matters associated with the regulation and investigation of forest practices on private and public land.

**Major Duties**

* Undertake and lead field investigations, compliance assessments and audits relating to forest practices as part of the compliance program and in support of FPA staff and forest practices officers or as directed by the Manager of Compliance, Chief Forest Practices Officer or other senior manager at the FPA.
* Promote and assist with the implementation of programs, policy, and guidelines, and support initiatives that improve understanding of and compliance with relevant legislation.
* Prepare complex investigation briefs of evidence and reports in relation to forest practices.
* Undertake autonomous field work in forest environments in rural and regional areas to implement objectives of the Authority, while working independently and safely with limited supervision.
* Provide advice and training on forest practices laws to forest practices officers and other relevant stakeholders.
* Provide timely and accurate information, guidance and advice on the effective implementation, management, and enforcement of the forest practices system.
* 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:

* ensuring expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework;
* providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; 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:

* work is undertaken within established operational guidelines, systems and processes with limited guidance and required in applying “highly developed expertise”; and
* the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision-making framework and in providing solutions to meet service delivery requirements.

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

1. Knowledge and experience in regulatory investigation and compliance practices. Proven ability to work independently and with a team when applying analytical, research, monitoring, and investigative skills in a dynamic environment.
2. Sound practical knowledge of, or ability to gain knowledge of the *Tasmanian Forest Practices Act 1985* and Regulations as well as the associated Forest Practices Code.
3. Interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice, reports and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges. The ability to liaise effectively with specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements
4. Proven ability to conduct investigations from the initial report through to completion, to the standard required by the Director of Public Prosecutions. Proven ability to make informed decisions, recommendations and/or implement alternative methods of approach to provide operational solutions for program and service delivery requirements
5. Well-developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.

Desirable Qualifications and Requirements

* Certificate 4 Government Investigations or equivalent
* A current driver’s licence and capacity to travel

**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.

**The Forest Practices Authority** **(FPA)** is an independent statutory authority established under the *Forest Practices Act 1985* to administer the forest practices system in Tasmania. It is part of the Department of Natural Resources and Environment Tasmania (NRE Tas) for administrative matters. The FPA is governed by a Board of Directors with the Chief Forest Practices Officer as the Chief Executive of the organisation.

The FPA has around 20 staff in programs of administration, biodiversity, earth sciences, cultural heritage, compliance, communications and training. There are approximately 160 authorised forest practices officers who are employed in the forestry sector in Tasmania and operate in the co-regulatory environment under the forest practices system.

The FPA’s website at [www.fpa.tas.gov.au](http://www.fpa.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).