

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Administrative Officer
Position number	25999
Division/Business Unit/Branch	Primary Industries and Water / Biosecurity Tasmania / Office of the General Manager
Award/Agreement:	Tasmanian State Service Award
Classification	General Stream, Band 3
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	Devonport
Reports to	Manager (Business Services)

Position Purpose

To provide reception, administration and financial services to the Biosecurity Tasmania Division.

Major Duties

- Provide reception duties including being the first point of contact for visitors, managing telephone and other enquiries, mail distribution, receipting deliveries, organise and schedule meetings/workshops and other front office duties.
- Provide administrative and clerical support services for the Division including preparing routine correspondence, data input, detailed record-keeping, the central archiving of electronic records, procurement of office supplies, organising travel arrangements and the maintenance of databases and administrative systems.
- Provide timely and accurate support across a range of diverse financial tasks in accordance with standard procedures. These areas include, but are not limited to, raising customer invoices, processing supplier invoices, credit card reconciliations, journal entries and preparing general business reports.
- Assist in preparedness and response activities for the management of departmental emergency response activities.
- 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:

- maintaining practices, methods and standards and their modification as appropriate to provide satisfactory solutions for complex operational issues;
- maintaining quality control of outcomes;
- assisting a supervisor to ensure less qualified or experienced staff receive appropriate instruction, guidance and performance feedback; 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 in relation to the role are that:

- general instructions are provided other than for more complex and unusual requirements which do not have clear guidelines or precedents;
- the occupant exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks; and
- creativity and initiative are required to provide options, recommendations and solutions to satisfy non-standard requirements and satisfy client and stakeholder requirements.

Knowledge, Skills and Experience (Selection Criteria)

1. Knowledge and expertise in office practices and procedures with a demonstrated ability to plan, organise and coordinate a range of administrative tasks, the capacity to acquire the knowledge and expertise required.
2. Knowledge and expertise in the operation of financial management and accounting systems and processing of revenue and expenditure accounts together with knowledge of relevant financial legislation.
3. Well developed interpersonal and communication skills with the ability to explain operational procedures and provide information to, and liaise with, clients, stakeholders and members of the public and proficient in the use of MS Office Applications.
4. The ability to exercise independent judgment in the practices, methods and standards to be applied and the planning and timing required to complete complex, diverse tasks; together with the ability to be creative and show initiative to provide options, recommendations and solutions to satisfy non-standard requirements.
5. Good 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.

Position Requirements

Essential Requirements

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances

Demonstrated to the satisfaction of the Head of Agency.

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.