

# Department of Natural Resources and Environment Tasmania

## Statement of Duties

<b>Position title</b>	Senior Surveyor (Audit and Investigation)
<b>Position number</b>	707320
<b>Division/Business Unit/Branch</b>	Environment, Heritage and Land / Heritage and Land Tasmania / Location Services
<b>Award/Agreement</b>	Tasmanian State Service Award
<b>Classification</b>	Professional Stream, Band 3
<b>Position Status</b>	Permanent
<b>Full Time Equivalent (FTE)</b>	1.0 FTE (minimum 0.80 FTE, by negotiation)
<b>Ordinary hours per week</b>	36.75 hours (minimum 29.40 hours, by negotiation)
<b>Location</b>	Launceston or Hobart
<b>Reports to</b>	Program Manager (Cadastral Standards)

### Position Purpose

The purpose of the role is to support, maintain and improve cadastral standards and survey industry compliance by undertaking systematic audit and investigation surveys in accordance with prescribed practices, standards and legislation.

### Major Duties

- Undertake and provide recommendations resulting from audit and investigation surveys in accordance with legislative requirements and Branch policies.
- Assist in the provision of authoritative technical and policy advice to both internal and external stakeholders on surveying matters.
- Assist in the management, strategic development and implementation of Branch programs. Participate in the research, development and implementation of improved systems, procedures and practices.
- Assist the Surveyor-General and Program Managers in the development, implementation and maintenance of relevant technical and professional standards.
- Execute surveys undertaken by the Branch as directed.
- 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, as a professional specialist, for:

- the efficient and effective program or service delivery including budget management, optimise use of resources and maintaining and/or modifying policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
- mentoring and role-modelling less qualified or less experienced staff;
- remaining abreast of contemporary developments in the discipline or field and related subject matter;
- the development of strategy, policy or program implementation especially with regard to new developments; with responsibility shared with relevant specialists and executive management; 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 the occupant:

- operates with considerable autonomy and is required to provide leadership regarding the design, development and operation of function and/or program activities. Guidance and instruction may on occasion be received on the implementation of highly technically complex modification that provide solutions consistent with policy, regulatory and/or technological requirements and developments; and
- defines core program and service delivery issues to develop options and recommendations for operational change and/or for new research projects.

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

1. High level specialised expertise and extensive professional cadastral survey experience with specialisation in audit and investigation surveys and procedures.
2. Demonstrated familiarity and experience in the use of specialised computing and land information management systems associated with surveying, and proficiency in the use of common computing packages.
3. Demonstrated skills and expertise to assist with the management of a specialised program or activity. An understanding of contemporary management practices and the ability to mentor and role-model less qualified or less experienced staff.
4. The ability to communicate and provide authoritative advice on complex matters to non-specialists, high level liaison with stakeholders in the public and private sectors, presentation and conflict resolution skills and the capacity to represent the Department.
5. Highly developed conceptual and reasoning skills to research, analyse and integrate relevant solutions from related disciplines or fields in the area of activity. Flexibility, creativity and innovation associated with these skills.
6. Demonstrated capacity to plan, organise, schedule and deliver, own outputs and those of a team, within set timeframes to achieve results particularly in a changing environment;

project management experience with a knowledge and understanding of contemporary project management practices.

## **Position Requirements**

### **Essential Requirements**

- Registration as a Land Surveyor in accordance with the provisions of the *Surveyors Act 2002*.

### **Desirable Qualifications and Requirements**

- Qualifications or experience in compliance investigation procedures.

## **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.

## **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).