

Property Officer

Statement of Duties

Position number:	706835
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 4
Division/branch/section:	Parks and Wildlife Service, Operations, Property Services
Full Time Equivalent (FTE):	1.0 FTE (minimum of 0.80 FTE, by negotiation)
Location:	Hobart
Employment status:	Fixed Term
Ordinary hours per week:	36.75 hours (min 29.40 hours, by negotiation)
Supervisor:	Team Leader (Leases and License)

Position Objective

Facilitate the use and development of Crown land (and/or Reserved Land) by the public and private sector through investigating, evaluating and contractual administration of applications for use of Crown land and through addressing issues or concerns arising related to the management of Crown land and property.

Major Duties

- Undertake research, analysis, investigation and evaluation across a broad range of Crown and Reserved land administration issues and follow through to act on decisions (as directed), in accordance with relevant legislative provisions and Government and Departmental policy.
- Investigate, assess and make recommendations about Crown and Reserved land applications and submissions, which may involve inspections in the field.
- Liaise with local and other government Agencies and private sector stakeholders and assist in negotiating or resolving conflicting stakeholder issues.
- Provide accurate advice and information on a diverse range of Crown and Reserved land issues to senior managers.
- Prepare correspondence including, but not limited to, Ministerial briefing papers, inspection reports, contracts, leases and agreements.
- Provide training, guidance and advice to less experienced staff in the Branch, particularly those engaged on related projects/issues.
- Participate in the creation and maintenance of a positive, fair and safe working environment.

Classification Band Advanced Assessment Point

The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

Responsibility, Decision-Making and Direction Received

The occupant of the position is responsible for:

- ensuring guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives;
- providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
- where supervision is involved responsible for ensuring advice, recommendations and decisions support specified service delivery and program outcomes; and
- for 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:

- General direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area.
- The occupant is expected to exercise judgement and initiative in setting priorities in relation to the political, social and economic context of the issue or application and in selecting the most appropriate methods in addressing the issue or application within the established framework for decision-making.

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

- Well developed knowledge and expertise or the capacity to acquire a well developed knowledge and expertise of investigating, assessing and the contractual administration of applications and/or submissions relating to property management and the ability to understand and exercise judgement in the application of legislation, policies and rules to resolve complex issues.
- The ability to instruct, guide and mentor less experienced staff and to make decisions on operational performance and the ability to work independently and to contribute as a member of a team.
- High level verbal communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills which enable the occupant to deal effectively on land management issues with senior Agency staff, local Government, other Agencies and the public.

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- The ability to exercise judgement in the application of policies, rules and regulations and to apply specialised expertise to resolve complex operational issues OR compiling, analysing and evaluating complex and unrelated information to maintain and modify operational performance and service delivery
- 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.

Desirable Qualifications and Requirements

- A current motor vehicle driver licence.
- Appropriate tertiary qualifications.

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 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.dpipwe.tas.gov.au provides more information.

The **Parks & Wildlife Service Division** acts as both Tasmania's biggest land manager and one of the most significant tourism operators, contributing significant to the state's brand and capacity to deliver experiences. The PWS 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 **Operations Branch** is to manage Tasmania's parks and reserves, providing high level strategic and policy advice to ensure the natural and cultural values of the parks and reserves system are strategically managed and enhanced in line with government policy and legislative requirements.

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The Operations Branch includes the following sections:

- **Three Regional Areas - Northern, North-Western and Southern**

Each region is responsible for the planning and direction of operational activities and programs for that particular area, ensuring quality service delivery, effective risk management and the most efficient use of available resources and budgetary provisions.

- **Property Services** represents the Crown as an owner of property through pro-active Crown property development, facilitating public and private sector use of Crown and reserve land property and providing an authoritative and specialist source of advice direct to Government and the private sector. The Unit undertakes a significant number of Crown property transactions including sales, leases, tenancies, exchanges.

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.

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 by:



Date: 07 June 2021