Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

**Position title** Principal Policy and Project Officer

Position number 707406

Division/Business Unit/Branch Primary Industries and Water/ Biosecurity Tasmania / Invasive Species Branch

Award/Agreement: Tasmanian State Service Award

Classification Professional 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 Hobart/Launceston/Devonport – to be negotiated.

Reports to Manager (Invasive Species)

**Position Purpose**

The purpose of the role is to oversee the development and delivery of key policy initiatives in relation to invasive species, including data management, legislation, and projects. The occupant of this position will be required to be an authorised officer under the *Biosecurity Act 2019.*

**Major Duties**

* Provide high level research, analysis, and authoritative advice on invasive species (including marine pests) policy and legislation, lead the development and delivery of solutions, proposals, and recommendations, and projects targeting pests, and weeds.
* Prepare a range of complex written materials, including ministerial and Cabinet documentation and correspondence, reports and briefing notes and supporting material for policy and legislation.
* Actively contribute to the Invasive Species Business Unit’s program and business planning processes including liaison with other Biosecurity Tasmania Business Units to establish service delivery priorities and develop systems and procedures that underpin core systems, risk assessment and pest prioritisation to achieve program objectives.
* Oversee the collection, management and analysis of invasive species data, and guide the development and maintenance of the Invasive Species Database.
* Effectively liaise and consult, at management level, with government agencies and other stakeholders on invasive species policy, legislative, and regulatory compliance issues.
* Minimise the risk of injury to employees, volunteers and contractors through implementation of the NRE Tas Work Health and Safety Management System, and associated policies and procedures and applicable legislation and codes of practice.
* Undertake other duties within this classification level and range of responsibilities which are within the employee’s competence and training.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* efficient and effective program or service delivery including budget management, optimise use of resources and maintaining and/or modifying policy, administrative processes and projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
* managing the performance and development of staff;
* the development of strategy, policy or program implementation especially with regard to new developments; with responsibility shared with relevant specialists and executive management 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 that: and
* guidance and instruction may on occasion be provided on the implementation of highly technically complex modifications that provide solutions consistent with policy, regulatory and/or technological requirements and developments.

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

1. High level specialised expertise and extensive experience in invasive species management, including marine pests, and highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from related disciplines or fields in the area of activity.
2. Demonstrated knowledge of, and practical experience in, policy analysis and legislation development, the administration and interpretation of legislation, and the ability to integrate technical outputs from specialists and incorporate into evidence-based options for policy and program directions.
3. Demonstrated high level specialised expertise in project management, including the design and delivery of programs and projects that focus on priority invasive species issues, together with experience in the management of scientific data, reporting and project budget management.
4. High level written communication skills, with a proven ability to produce a wide range of documents that are clear, accurate and concise, and understandable to a range of target audiences.
5. The ability to communicate and provide authoritative advice on complex matters to non-specialists, high level liaison, presentation and conflict resolution skills and the capacity to represent the Department.
6. Highly developed management skills and expertise to lead an operational unit, including a demonstrated capacity to plan, organise and manage variable workloads and tasks with limited supervision, an understanding of contemporary management practices, and demonstrated experience and the ability to mentor and role-model less qualified or less experienced staff.

**Position Requirements**

**Essential Requirements**

* A degree in science or an equivalent qualification relevant to the professional duties to be
* The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Conviction check in the following conviction areas:
2. Crimes of violence
3. Sex related offences
4. Serious drug offences
5. Crimes involving dishonesty
6. Serious traffic offences
7. Any other offences under the *Biosecurity Act 2019*, or related legislation

**Desirable Qualifications and Requirements**

* 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](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).

Some intrastate and interstate travel may be required.