Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

**Position title** Strategic Reforms Specialist

Position number 709272

Division/Business Unit/Branch Strategy & Business Services/Corporate Strategy

Award/Agreement: Tasmanian State Service Award

Classification General Stream, Band 8

Position Status Fixed-term

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 Director, Corporate Strategy

**Position Purpose**

The purpose of the position is to take a lead role in embedding the Departments Strategic Plan, working closely with key stakeholders during periods of transition and providing project management expertise, support and stakeholder liaison to deliver priority projects.

**Major Duties**

* Build and maintain positive consultative relationships with stakeholders and information networks to ensure the delivery of project agreed outcomes.
* Lead and co-ordinate negotiations with internal and external stakeholders to facilitate the development of memorandums of understanding, service level agreements or other related agreements.
* Lead, manage and undertake complex project work and co-ordinate activities in the delivery of strategic projects for the Agency.
* Research, analyse and evaluate recommendations, manage agreements and supervise project staff for designated subprojects, programs and initiatives.
* Prepare complex discussion papers, guidelines, and advisory documents.
* Manage and monitor project and transitional change activities, timing and progress; identify, manage and mitigate project risks and strategies, and provide project status reports and other reports as required.
* Provide specialist advice, coaching and support to senior managers and project teams regarding the design and delivery of transition management interventions and activities associated with business change initiatives.

**Responsibility, Decision Making and Direction**

As a Senior Specialist, the occupant of the position is:

* accountable for mentoring and role-modelling less qualified or less experienced staff within the Corporate Strategy Business Unit.
* responsible for the efficient and effective operation of the function or program requiring budget management, optimal use of resources and maintaining and/or modifying strategy and policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
* required to remain abreast of contemporary developments, to identify emerging trends and to maintain a network of peers and specialists in the subject area;
* that responsibility may be shared with relevant specialists and executive management for the development of program strategy, policy or implementation especially with regard to new developments; and
* responsible 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, and for promoting the principles of managing diversity.

The decision making and direction in relation to the role are that:

* reports directly to the Director, Corporate Strategy and is (but not in every case) a member of the Divisional Executive; and
* has considerable operational autonomy with operational direction according to government policy and broad corporate objectives.

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

1. High level knowledge, expertise and extensive experience in managing negotiations and stakeholder communications. Highly developed Project Management and Leadership skills enabling effective management of complex projects and service delivery, and the capacity to take a leading role in the development of directions taken. Proven ability to manage projects across the organization.
2. Highly developed managerial skills and demonstrated capacity to manage human, physical, financial and information resources. A sound knowledge and understanding of contemporary project management and business planning.
3. Demonstrated leadership qualities, including the ability to motivate and gain the co-operation of others in the achievement of challenging, difficult and sometimes conflicting objectives. The ability to foster team environment and to monitor efficiency and effectiveness leading to continuous improvement in workplaces.
4. Excellent communication, representation, negotiation and conflict resolution skills. Demonstrated ability to develop productive relationships with specialists and stakeholders in various fields and to share ideas to resolve problems.
5. Highly developed conceptual and reasoning skills. Flexibility, creativity and innovation regarding the implementation of government and organisational strategy and policy and the integration of relevant solutions from diverse disciplines or fields.
6. Demonstrated capacity to plan, organise, schedule and deliver own outputs and those of a team and to modify approaches and adapt to new strategic direction.

**Position Requirements**

Desirable Qualifications and Requirements

* Tertiary qualification in a related discipline.
* 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).