

Department of State Growth

Statement of Duties

Position Title:	Rehabilitation Project Officer
Position number:	373036
Award/Agreement:	Tasmanian State Service Award
Classification level:	Professional Stream, Band 2
Division/branch/section:	Mineral Resources Tasmania, Scientific Services
Location:	Burnie
Employment status:	Flexible
Supervisor:	Manager Scientific Services

Position Objective

Contribute to the development and implementation of key mining, environmental and rehabilitation policies, strategies, initiatives and programs aimed at improving productivity in the Tasmania industry through the optimal use of the State's mineral resources.

Major Duties

- Provide high level research and secretariat support to a technical multi stakeholder committee tasked with delivering Acid and Metalliferous Drainage Guidelines specific to Tasmania, and develop and implement the committee work program.
- Prepare quality reports of a scientific and technical nature, with in-depth analysis and synthesis of information to assist sound decision making consistent with program objectives.
- Contribute to the ongoing review of Mineral Resources Tasmania policies and procedures in the areas of mine rehabilitation, land use management, and financial assurance.
- Represent Mineral Resources Tasmania through effective liaison with industry, stakeholders and Government agencies, and provide balanced and impartial advice.
- Manage and supervise rehabilitation projects with a high level of autonomy.
- Inform and influence strategic decisions to support program outcomes and agency objectives through effective negotiation and cooperation with a diverse range of stakeholders.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The occupant is expected to work with limited supervision and provide high level support to the Manager Scientific Services, including the provision of accurate and timely advice on a wide range of matters that impact on program outcomes.

The occupant is responsible for efficient and effective program delivery and is expected to set work priorities and exercise initiative, discretion and professional judgement to achieve program outcomes on time and on budget.

The occupant reports directly to the Manager Scientific Services who will provide guidance and direction. The occupant will be responsible for determining the best approach for developing and delivering activities and outcomes in consultation with the Manager Scientific Services, and in accordance with the direction provided. Regular intrastate travel will be required.

Knowledge and Skills: (Selection Criteria)

1. High level experience in contemporary project management, along with demonstrated capacity in delivering technical based complex projects and achieving project outcomes in-line with project plans and timeframes.
2. High level research and analytical skills including the ability to identify and analyse problems/key issues and develop comprehensive evidence based solutions focussed recommendations.
3. Excellent written communication skills and the demonstrated ability to develop and draft documentation of complex technical and scientific nature in a succinct and digestible format targeted at the intended audience.
4. Proven knowledge and practical experience in environmental remediation measures. Knowledge and experience in the field of acid mine drainage would be advantageous.
5. Excellent interpersonal skills and the ability to establish effective relationships with a range of internal and external stakeholders including industry, and the ability to negotiate, influence and gain consensus to achieve organisational objectives.
6. Proven ability to work independently to achieve outcomes, including the ability to drive and prioritise activities, manage resources and sustain effort.

Position Requirements:

Pre-employment

- Nil

Essential

- *Relevant Degree in science, engineering or environment studies from a recognised University*

Desirable

- *Current Driver's Licence*

Mineral Resources Tasmania

Mineral Resources Tasmania is a division of the Department of State Growth and is responsible for facilitating the development of Tasmania's mineral resources through the provision of geoscientific precompetitive information, and the management and regulation of Tasmania's mineral tenement system consistent with sound economic and environmental principles.

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)