Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Manager Executive Services |
| Position number | 705674 |
| Division/Business Unit/Branch | Environment, Heritage and Land / Heritage and Land Tasmania / Heritage Tasmania |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 7 |
| 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 or Devonport |
| Reports to | Director, Heritage Tasmania |

Position Purpose

To lead a team providing advice, communication, and support services to help deliver the Branch’s strategic, statutory, and operational responsibilities to ensure the identification, assessment, protection, and management of Tasmania’s built heritage places.

Major Duties

* Provide high level advice and recommendations on complex policy, guidelines, and legislative frameworks to support activities of the Branch, Division, Department, Minister, and Government, and to assist the Tasmanian Heritage Council meet its statutory obligations under the *Historic Cultural Heritage Act 1995.*
* Lead and coordinate the delivery of specialist communications and stakeholder engagement advice and activities on behalf of the Branch, Heritage Council and built heritage stakeholders, including the provision of crisis media advice, management of social media platforms and participation in community events. Develop and support partnerships with stakeholders to better activate and tell the story of Tasmania’s built heritage.
* Develop, implement, monitor, and review Branch and Heritage Council policies, strategies, services, legislative reform, and projects, and deliver in a contemporary and client-focused manner to achieve high quality outcomes within defined timeframes and resource constraints.
* Lead and manage the Executive Services Team to deliver support to the Director, other teams in the Branch and the Heritage Council, including secretariat, administrative, and reporting functions.
* Prepare high level written work and correspondence for the Minister, regulator and other stakeholders.
* Represent Heritage Tasmania, the Heritage Council and Department in meetings and promote collaboration across Government, in the heritage sector and the wider community.
* 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 for:

* efficient and effective program or service delivery including budget management, optimising 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;
* 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; 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, and for promoting the principles of managing diversity.

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
* the occupant defines core program and service delivery issues to develop options and recommendations for operational change and/or new research projects.

Knowledge, Skills and Experience (Selection Criteria)

1. High level knowledge or the capacity to quickly acquire a high level knowledge and understanding of the statutory management of places of state historic cultural heritage significance, the *Historic Cultural Heritage Act 1995* and Tasmania’s resource management and planning system.
2. Highly developedmanagement skills and expertise to lead an operational unit. An understanding of contemporary management practices and the ability to coach staff and role-model behaviour in line with the Department’s How We Work framework.
3. 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.
4. 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. Ability to be flexible, agile, creative, and innovative in providing solutions for both a ministerial and regulator audience.
5. 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

**Desirable Qualifications and Requirements**

* Tertiary qualifications of relevance to this position as desirable.

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), 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.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).

Special Employment Conditions

Occasional intra and some interstate travel, and out of hours work is expected.