

## Industry Collaboration Manager

### Statement of Duties

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<b>Position number:</b>	708054
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 7
<b>Division/branch/section:</b>	Biosecurity Tasmania, Office of the General Manager
<b>Full Time Equivalent (FTE):</b>	1.0 FTE
<b>Location:</b>	Launceston or Devonport
<b>Employment status:</b>	Permanent
<b>Ordinary hours per week:</b>	36.75 hours
<b>Supervisor:</b>	General Manager (Biosecurity Tasmania)

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#### Position Objective

The purpose of the role is to lead the strategic management and coordination of relationships with industry and other internal and external stakeholders. Work with industry to provide information and support; and ensure that critical stakeholders have current and accurate information on current biosecurity matters, with a particular focus on trade-related pests including Queensland Fruit Fly.

#### Major Duties

- Lead the approach to collaborative stakeholder management across Biosecurity Tasmania, providing advice on maximising engagement and influence across all stakeholder groups relating to trade-related pests, emergency management and other Biosecurity Tasmania activities.
- Strategic oversight of Biosecurity Tasmania's relationships to ensuring that confidence in Biosecurity Tasmania is maintained.
- Lead the development and delivery of a stakeholder plan outlining protocols for stakeholder engagement with Biosecurity Tasmania.
- Proactively partner with other Divisions within the Agency to understand where influence can be increased, and what activities should be prioritised.
- Build and retain mutually beneficial relationships across the Tasmanian Government and strong industry partnerships across all of Biosecurity Tasmania's key stakeholder groups, with a focus on Queensland fruit fly and other trade-related pests.
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

### **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:

- 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) (in relation to the Major Duties)**

- High level knowledge of relationship management and stakeholder engagements relating to biosecurity or the capacity to quickly acquire a high level knowledge.
- Highly developed management skills and expertise to lead and/or influence across a diverse organisation. An understanding of contemporary management and /or project management practices and demonstrated experience and ability in the management of human, physical and financial resources.

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- High level interpersonal skills with an ability to engage and influence. High level ability to communicate on complex matters to non-specialists, high level liaison, presentation and conflict resolution skills and the capacity to represent the Department.
- Identifies, defines and develops options and recommendations to implement and improve relationship management and stakeholder engagements to support the delivery of complex specialised programs and/or services within Biosecurity Tasmania, which may include responding to new and emerging developments.
- 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.

## Desirable Qualifications and Requirements

- Tertiary qualifications in communication or equivalent experience.
- A current motor vehicle driver's licence.

## 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](http://www.dpipwe.tas.gov.au) provides more information.

The role of the **Biosecurity Tasmania Division** is to protect Tasmania's primary production, economy, natural environment, community amenity and our Tasmanian Island Brand from exotic weeds, pests and disease introductions.

**Biosecurity Tasmania** supports the Tasmanian Biosecurity Strategy, having scientific risk based systems in place to ensure the exclusion, eradication or effective management of pests and diseases and to validate the relative pest and disease free status of Tasmania with scientific evidence. Biosecurity Tasmania is also responsible for food safety in the primary production and processing sector in accordance with legislative requirements and community expectations, manages the safe and appropriate use of agricultural chemicals in accordance with legislative and community expectations, and manages animal welfare in accordance with legislative requirements and community expectations.

**The Office of the General Manager** provides core divisional services, develops the sustainable strategic direction of the division and manages or facilitates projects with critical impact on division wide objectives.

### **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](http://www.dpac.tas.gov.au/divisions/ssmo).

### **Special Employment Conditions**

Some intrastate and/or interstate travel may be required.

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**Approved by:**

**Date:** 08/08/18