

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Project Officer (Water Policy and Planning)
Position number	707735
Division/Business Unit/Branch	Primary Industries and Water / Agriculture, Forestry and Water / Agriculture and Water / Water Policy and Planning
Award/Agreement:	Tasmanian State Service Award
Classification	General Stream, Band 6
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	Launceston
Reports to	Project Manager – Rural Water Use Strategy Implementation

Position Purpose

The purpose of the role is to support the Water Resources Group in the Agriculture, Forestry and Water Business Unit in the development and implementation of policies, legislation and statutory water management plans.

Major Duties

- Contribute to the work of the water management planning and policy teams by providing assistance in identifying emerging strategic issues and providing high level policy or planning advice to the General Manager, Deputy Secretary and the Secretary.
- Identify, investigate and analyse water resource management issues and provide high level advice and recommendations to inform the development and/or review of policies, legislation or plans relating to water resource allocation and management.
- Provide program and project management services and liaise with the Water Management and Assessment and Operations Branches of the Agriculture, Forestry and Water Business Unit, and other Agencies as relevant, to ensure coordinated delivery of water management planning and policy work priorities.
- Liaise and consult with Government Agencies and industry and community stakeholders on a range of complex water management planning, policy or legislative issues, some of which may be contentious.
- Prepare complex statutory and other documents to a high level of quality, including Ministerial Minutes, reports, water management plans and other planning documents, policies, and guidelines.

Responsibility, Decision Making and Direction

The occupant of the position is responsible for:

- implementing policies, regulations and plans to provide efficient and effective program or service delivery outcomes;
- management and/or quality control of outcomes, processes, systems, resources, assets and infrastructure. This includes managing the performance of subordinate staff;
- providing advice on the application of policy to systems and processes in meeting specified program objectives; 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.

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

- guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments;
- the occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment; and
- work of a highly technically complex nature or with a varied range of activities may receive instruction and/or provide innovative solutions to meet program or service delivery outcomes.

Knowledge, Skills and Experience (Selection Criteria)

1. Significant expertise in water resources policy, legislative or planning processes within Government, including a detailed understanding of the operational and regulatory environments as they relate to program delivery.
2. High level written communication skills and high level interpersonal skills including consultation and liaison skills, with the ability to clearly, concisely and accurately provide advice on complex issues and the capacity to effectively represent the Agency in public forums and with other stakeholders.
3. Ability to clarify and interpret the decision-making framework and understanding of broader water management environment to enable clear comprehension of tasks and provision of advice and recommendations that are regarded as authoritative, fit for purpose and consistent with program objectives.
4. Highly developed conceptual and reasoning skills to identify, analyse, evaluate and integrate relevant information from diverse disciplines or fields into area of activity, and present in a logical and coherent manner. Astute judgement enabling the provision of sound advice in a complex political, economic, social and environmental setting.
5. Highly developed critical thinking skills enabling identification and investigation of key issues, with initiative, flexibility and creativity in developing options and recommendations to resolve problems and improve program delivery.

6. High level organisational skills which enable the coordination, facilitation and conduct of a variety of activities, and the planning and completion of complex work activities. High level self-management skills and the ability to plan, organise and prioritise work and operate within prescribed timeframes.

Position Requirements

Desirable Qualifications and Requirements

- Experience in the development of policies, plans or legislation, preferably in the area of natural resource management
- Experience in undertaking project work of medium to high complexity.

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 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.