

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Senior Property Officer
Position number	708497
Division/Business Unit/Branch	Parks and Wildlife Service, Operations, Property Services
Award/Agreement:	Tasmanian State Service Award
Classification	General Stream, Band 5
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	Prospect
Reports to	Team Leader (Leases and Licences)

Position Purpose

The purpose of the role is to facilitate leasing, licensing, sale, transfer and use of Crown land including Reserved land by the private and public sectors.

Major Duties

- Provide high level customer service and client management including responding to enquiries relating to Crown land from members of the public, prospective applicants, and existing clients.
- Undertake thorough research, analysis, investigation and evaluation across a broad range of Crown property matters and drive outcomes in line with direction and in accordance with relevant legislative provisions and Government and Departmental policy.
- Investigate, assess and make recommendations about complex Crown property applications and submissions, which may involve inspections in the field, with particular focus on the Government's EOI applications.
- Undertake regular field inspections of Crown land associated with inquires and transactions.
- Liaise with local and other government Agencies and private sector stakeholders and assist in negotiating or resolving conflicting stakeholder issues.
- Provide accurate advice and information on a diverse range of issues relating to the sustainable management, development and use of public lands.
- Prepare concise and clear correspondence including, but not limited to, Ministerial briefing papers, inspection reports, contracts, leases and agreements.
- Represent the NRE Tas as required on working groups within Government and the private sector.

- Assist with the management of the relevant section/unit, including the provision of advice and direction on property matters to more junior staff.
- Participate in the creation and maintenance of a positive, fair and safe working environment that identifies, embraces and delivers change and flexibility in process and service delivery.
- 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:

- ensuring expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework;
- providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; 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 received in relation to the role are that:

- work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying highly developed expertise to complex and challenging program activities; and
- the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision-making framework and in providing solutions to meet service delivery requirements.

Knowledge, Skills and Experience (Selection Criteria)

1. Extensive knowledge and expertise, or the ability to acquire, in customer service, client management, resource management, application assessment or property management.
2. The ability to lead, instruct, guide and mentor less experienced staff and to make decisions on operational performance, to identify opportunities to change processes, and the ability to work independently and to contribute as a member of a team.
3. Highly developed interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice, reports and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges. The ability to liaise effectively with specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements.
4. The ability to exercise judgement in the application of policies, rules and regulations and to apply judgement to resolve complex operational issues.
5. Well-developed organisational skills with a proven capacity to work autonomously, determine priorities and the ability to prioritise to meet conflicting deadlines. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.

Position Requirements

Desirable Qualifications and Requirements

- Relevant tertiary qualification in related fields: Change Management, Project Management, Customer Service, Client Management, Planning, Law, Contract Management, Business Administration and Finance, Valuation, Tourism and Hospitality, Community Development.
- 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 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.