

## Environmental Assessment Officer

### Statement of Duties

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| <b>Position number:</b>            | Generic  |
| <b>Award/Agreement:</b>            | Tasmanian State Service Award  |
| <b>Classification level:</b>       | General Stream, Band 5   |
| <b>Division/branch/section:</b>    | Parks and Wildlife Service, Operations (North West, North, and Southern Regions) |
| <b>Full Time Equivalent (FTE):</b> | 1.0 FTE (minimum 0.8 FTE, by negotiation)  |
| <b>Location:</b>                   | Ulverstone, Prospect and Hobart  |
| <b>Employment status:</b>          | Permanent  |
| <b>Ordinary hours per week:</b>    | 36.75 hours (minimum 29.40 hours, by negotiation)                                |
| <b>Supervisor:</b>                 | Regional Manager   |

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### Position Objective

The purpose of the role is to assess environmental impacts of development and use proposals on land managed by the Parks and Wildlife Service (PWS) in accordance with legislative responsibilities and PWS environmental management system policies and procedures.

### Major Duties

- Undertake environmental impact assessments for activities on land managed by the PWS including the evaluation of information provided by proponents and public submissions.
- Assess the impacts of complex project proposals and major developments and other land uses on natural, cultural, recreational and wilderness values in Tasmania; and develop impact mitigation strategies and solutions in consultation with proponents and stakeholders.
- Represent the region at forums and meetings with a range of stakeholders including other State government agencies, local government, industry, the community and media.
- Liaise with specialists in relation to the assessment and management of use and development proposals on land managed by the PWS.
- Prepare a diverse range of documents including: briefings, authorisations, reports (including assessment documentation), and other material relating to environmental impact assessments, and use and development activities on land managed by the PWS.
- 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:

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

- Well-developed experience and knowledge in environmental impact assessment and management.
- An in-depth knowledge of Tasmania's environmental planning processes and the legislation, policies and regulations relating to managing parks and reserves in Tasmania, or demonstrated ability to rapidly acquire this knowledge.
- The capacity to provide leadership, instruction and guidance to less qualified or experienced associates and the ability to work as a member of a team.
- Interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice on environmental management matters, 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

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specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements.

- Proven ability to make informed decisions, recommendations and/or implement alternative methods of approach to provide operational solutions for program and service delivery requirements.
- Well developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.

### Desirable Qualifications and Requirements

- Tertiary qualifications in a relevant discipline such as environmental management, planning, natural resource management or natural or cultural heritage protection.
- A current motor vehicle drivers' 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 **Parks & Wildlife Service Division** acts as both Tasmania's biggest land manager and one of the most significant tourism operators, contributing significant to the state's brand and capacity to deliver experiences. The PWS is responsible for managing Tasmania's parks and reserves and for protecting the State's unique natural heritage while at the same time providing for the sustainable use and economic opportunities for the Tasmanian community.

The role of the **Operations Branch** is to manage Tasmania's parks and reserves, providing high level strategic and policy advice to ensure the natural and cultural values of the parks and reserves system are strategically managed and enhanced in line with government policy and legislative requirements.

The Operations Branch includes the following sections:

- **Three Regional Areas - Northern, North-Western and Southern**

Each region is responsible for the planning and direction of operational activities and programs for that particular area, ensuring quality service delivery, effective risk management and the most efficient use of available resources and budgetary provisions.

- **Property Services** represents the Crown as an owner of property through pro-active Crown property development, facilitating public and private sector use of Crown and reserve land property and providing an authoritative and specialist source of advice direct to Government and the private sector. The Unit undertakes a significant number of Crown property transactions including sales, leases, tenancies, exchanges.

The Department's website at [www.dpipwe.tas.gov.au](http://www.dpipwe.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.

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 travel may be required.

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**Approved by:**



**Date:** 15 April 2021