Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

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| **Position title** | Program Manager – Biosecurity Emergency Management |
| Position number | 709851 |
| Division/Business Unit/Branch | Biosecurity Tasmania/Biosecurity Operations |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 8 |
| 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 | Hobart, Launceston or Devonport |
| Reports to | Director, Biosecurity Operations Branch |

**Position Purpose**

The Program Manager – Biosecurity Emergency Management is responsible for leading the strategic planning, development, and implementation of Biosecurity Tasmania’s emergency management framework. This includes building and maintaining the capability and capacity for effective preparedness, response, and recovery from biosecurity incidents. The role is responsible for delivering a program that aligns Biosecurity Tasmania’s emergency management functions with contemporary practices, legislative requirements, and strategic objectives, supporting the organisation's capacity to respond to biosecurity risks and emergencies.

**Major Duties**

* Lead the planning, development and maintenance of a comprehensive biosecurity emergency management framework, including policies and response plan, and provide strategic direction to ensure the framework aligns with contemporary best practices, legislative requirements, and national standards.
* Provide high-level strategic and operational emergency management advice to Biosecurity Tasmania and other areas of the Department that have responsibility for, or involvement in emergency management.
* Design and coordinate training activities and exercises with relevant areas of Biosecurity Tasmania, the broader Department and external groups and providers to build internal capabilities and to develop Biosecurity Tasmania’s emergency management response capabilities.
* Ensure appropriate representation of Biosecurity Tasmania with government committees, forums, working groups at federal, state, and regional levels, and other stakeholder groups (including non-government organisations) as enable best practice emergency management planning and coordination.
* Coordinate the development of contingency plans and resource mobilisation strategies for a range of biosecurity scenarios, and where required, lead the coordination and management of biosecurity responses during incidents, ensuring a rapid and effective deployment of resources. Oversight of the activation and management of incident management teams (IMTs) and support their operations during biosecurity emergencies may be required.
* Establish and maintain strong working relationships with key stakeholders, including other government agencies, industry bodies and community groups and act as a key liaison point during biosecurity emergencies, coordinating response activities and ensuring effective communication with stakeholders.
* Promote continuous improvement by maintaining accurate and timely reporting, record keeping and monitoring and evaluating the effectiveness policy implications and strategic priorities related to biosecurity emergency management.

**Responsibility, Decision Making and Direction**

As a senior specialist, the occupant of the position is:

* accountable for mentoring and role-modelling less qualified or less experienced staff within Biosecurity Tasmania. The occupant is accountable for the performance and development of staff within the Biosecurity Emergency Management Section and is responsible for regularly reviewing the performance of supervised staff against agreed performance objectives, milestones and measures;
* responsible for the efficient and effective operation of the function or program requiring budget management, optimal use of resources and maintaining and/or modifying strategy and policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
* required to remain abreast of contemporary developments, to identify emerging trends and to maintain a network of peers and specialists in the subject area;
* that responsibility may be shared with relevant specialists and executive management for the development of program strategy, policy or implementation especially with regard to new developments; and
* responsible for 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 has considerable operational autonomy with operational direction according to government policy and broad corporate objectives.
* 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
* defines core program and service delivery issues to develop options and recommendations for operational change and/or for new research projects.

**Knowledge, Skills and Experience (Selection Criteria)**

1. Demonstrated experience in leading the development and implementation of emergency management frameworks, preferably within a biosecurity or similar context and high-level knowledge of relevant state, national, and international legislation and standards related to emergency management.
2. Proven track record in managing complex incidents or projects, including coordinating multi-agency responses during incidents, ensuring a rapid and effective deployment of resources.
3. Demonstrated leadership qualities, including the ability to mentor staff, motivate and gain the co-operation of others in the achievement of challenging, difficult and sometimes conflicting objectives. The ability to foster team environment and to monitor efficiency and effectiveness leading to continuous improvement in workplaces.
4. Excellent communication, representation, negotiation and conflict resolution skills. Demonstrated ability to develop productive relationships with management other relevant specialists and stakeholders in various fields and to share ideas to resolve problems.
5. Highly developed conceptual and reasoning skills. Flexibility, creativity and innovation regarding the implementation of government and organisational strategy and policy and the integration of relevant solutions from diverse disciplines or fields.
6. Demonstrated capacity to plan, organise, schedule and deliver own outputs and those of a team and to modify approaches and adapt to new strategic direction.

Desirable Qualifications and Requirements

* Advanced Diploma in Project Management, or similar.
* Advanced Diploma in Emergency Management, or other relevant qualifications.
* Qualifications in Incident Management e.g. Australasian Inter-service Incident Management System (AIIMS).

**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](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).