Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

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| **Position title**  | Executive Officer (Agriculture) |
| Position number | 707744 |
| Division/Business Unit/Branch | Primary Industries & Water / Agriculture & Water / Agriculture |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 4 |
| 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 | Hobart |
| Reports to  | Director (Agriculture) |

**Position Purpose**

Provide high-level executive support to the Director (Agriculture) and provide administrative and secretarial support to the leadership group and relevant staff as required and contribute to the effective operation of the overall Agriculture and Water Business Unit. Support the effective delivery of key Business Unit activities and processes, whilst ensuring the efficient flow of information within defined areas of responsibility.

**Major Duties**

* Provide administrative and clerical support to the Director, Assistant Director, Manager Game Services Tasmania including the coordination and/or preparation of correspondence of a highly confidential nature. This includes ministerial correspondence, cabinet minutes, briefing notes, question time briefs, reports, and requests for information.
* Research and/or co-ordinate background notes, responses to request for information and briefings. Ensure timely responses, within nominated deadlines and to the Department’s quality standards.
* Assist with financial processes, the coordination of monitoring and reporting requirements associated with intergovernmental agreements and other grants and contracts, and the preparation and maintenance of Business Unit records utilising the Department’s record management system.
* Maintain quality control over Ministerial and other confidential correspondence, including; screening incoming communications, answering enquiries, and initiating and preparing correspondence.
* Providing high level executive support for meetings including minute taking, agenda preparation, meeting scheduling, co-ordinating reports and submission of documents.
* Liaise with the Divisional and Business Unit management teams other Government Departments, private organisations, senior departmental staff for, and on behalf of the Director and other senior staff as required.
* 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 guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives;
* providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
* ensuring advice, recommendations and decisions support specified service delivery and program outcomes; where supervision in involved, 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:

* general direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area; and
* the occupant exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks; and
* creativity and initiative are required to provide options, recommendations and solutions to satisfy non-standard requirements and satisfy client and stakeholder requirements.

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

1. Well developed knowledge and expertise in providing a range of high level and confidential executive services including; meeting support, administrative, and business related functions in a busy working environment with competing demands. Well-developed computer and editing skills and demonstrated experience in using a wide range of computer-based applications.
2. The ability to instruct, guide and mentor less experienced staff and to make decisions on operational performance. Demonstrated ability to manage workflows whilst fostering a consultative team environment.
3. Highly regarded or highly developed communication and interpersonal skills including liaison, negotiation and conflict resolution skills, the ability to compile written reports that are clear, accurate and concise and in accordance with administrative procedures.
4. The ability to exercise judgement in the application of policies, rules and regulations and to apply specialised expertise to resolve complex operational issues.
5. Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.

**Position Requirements**

Desirable Qualifications and Requirements

* A current motor vehicle drivers’ 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](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).