

Scientific Officer – Shellfish Market Access Program (ShellMAP) Statement of Duties

Position number:	707944 & 707372
Award/Agreement:	Tasmanian State Service Award
Classification level:	Professional Stream, Band 1/2
Division/branch/section:	Marine Resources / Shellfish Market Access Program
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.80 FTE, by negotiation)
Location:	Statewide
Employment status:	Permanent
Ordinary hours per week:	36.75 hours (minimum 29.40 hours, by negotiation)
Supervisor:	Program Manager (ShellMAP)

Position Objective

Tasmania's Shellfish Market Access Program (ShellMAP) harnesses food safety standards, science and grower advisory services to cost effectively enable shellfish harvested in Tasmania to meet domestic and export market requirements. The purpose of the role is to ensure that shellfish harvested in Tasmania can be enjoyed safely. This involves timely collection and reporting of water quality, biotoxin, phytoplankton, sewerage spill, sanitary survey and environmental impact assessment information. The role provides specialised scientific and technical advice to National, State and Industry stakeholders and communicates regulatory and scientific information to the shellfish industry.

Major Duties

- Coordinate and participate in the delivery of monitoring systems for commercial shellfish growing areas and other seafood sectors as required by the Tasmanian Primary Produce Safety legislation, Australia New Zealand Food Standards Code (FSC), Australian Shellfish Quality Assurance Program (ASQAP) and Commonwealth Export Control legislation.
- Use an evidence-based risk assessment process to determine the opening and closing of shellfish harvest areas according to established management plans.
- Clearly communicate regulatory decisions and information to individual growers and to the broader shellfish industry.
- Manage and maintain the entry of information onto related databases.
- Analyse and report environmental variables to determine classification status and management triggers for commercial shellfish growing areas as required by the FSC, and the ASQAP operations manual.

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- Produce annual and triennial reports, sanitary surveys and management plans for commercial shellfish growing areas.
- Provide specialised technical, scientific, and strategic advice to the Program Manager, other senior staff, other governmental agencies, local government, the public and industry on a wide range of legislated food safety regulations pertaining to the shellfish industry.
- 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 accelerated advancement of its current occupant from Band 1 to Band 2 under the Professional Stream. Performance requirements for the higher Band are expected to be more challenging and assessment criteria are expected to reflect the work value for Band 2. 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.

Suitably qualified and experienced applicants for an advertised position may be appointed at the Band 2 level.

Responsibility, Decision-Making and Direction Received

Band 1

The occupant of the position is responsible for:

- maintaining professional practices, methods and standards and their modification as appropriate to provide satisfactory solutions for complex operational issues;
- maintaining quality control of outcomes;
- with experience, for ensuring less qualified or experienced associates receive appropriate instruction, guidance and performance feedback;
- with experience, for ensuring operational guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives; and
- 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.

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

- initially, general instructions are provided. More complex and unusual requirements which do not have clear guidelines or precedents may require more detailed instructions. With experience, general direction is provided to achieve the required outcomes as guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision making in undertaking and integrating the activities of the work area; and
- flexibility, innovation and initiative are expected in providing alternative solutions to

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complex operational issues within the area of activity to resolve issues and satisfy client and stakeholder requirements.

Band 2 –

The occupant of the position is responsible for:

- ensuring professional 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.
- 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
- guidance and instruction may be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments.

Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)

- Knowledge and expertise in the collection and collation of environmental monitoring data (i.e. algal, biotoxin and water quality) with the demonstrated ability to interpret complex environmental data. Ability to undertake field based scientific investigations and observations.
- Well developed interpersonal, liaison and oral communication skills and the ability to work as a member of a team.
- The ability to exercise independent judgement in applying organisational rules and regulations to professional methods, systems and processes. The ability to research, compile, analyse and evaluate complex environmental data and exercise sound judgment in the assessment of risk to food safety and product integrity.
- Good organisation and project management skills with the ability to coordinate and manage a variety of tasks at the same time and plan for the accurate completion within pre-determined time frames.
- Good written communication skills with proven report writing skills including computer, database and data manipulation, and spatial analysis using GIS. Ability to communicate complex scientific information to non-scientific audiences.
- The ability to work collaboratively with all industry stakeholders, including Primary Produce Safety Program (located within Biosecurity Tasmania, DPIPWE), growers, Marine

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Farming team (located within Marine Resources, DPIPWE), researchers, TasWater, ShellMAP Management Committee and others to achieve positive food safety and industry outcomes.

Essential Requirements

- A Degree in environmental science, aquatic science or agriculture relevant to the professional duties to be undertaken, as provided by a university.

Desirable Qualifications and Requirements

- A current motor vehicle driver's license
- Coxswain's Certificate or the ability to obtain.
- Drone operator experience or the ability to obtain.
- Knowledge of shellfish industry or other marine industries.

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 provides more information.

The **Marine Resources Division** is responsible for the sustainable management of the State's living marine resources.

The Division manages these resources under a legislative framework governed by the *Living Marine Resources Management Act 1995* and the *Marine Farming Planning Act 1995*. The Division is responsible for policy development, administration of legislation and regulations, management planning, compliance, licensing and permitting, data collection and resource assessment.

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

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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.

Special Employment Conditions

- Intrastate travel for field work will be required.
- There may be opportunities for interstate travel for professional development.
- The occupant may be required to work weekends and public holidays as part of a rostered system, and renumerated accordingly.

Approved by:



Date: 28 October 2021