Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Projects, Assets and Procurement Manager (North) |
| Position number | 706065 |
| Division/Business Unit/Branch | Parks and Wildlife Service / Operations / Northern Region |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 5 |
| 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 | Prospect |
| Reports to | Regional Manager |

**Position Purpose**

The purpose of the role is to plan and deliver regional projects and programs. Support regional building, infrastructure, plant and equipment (assets) management. Support and manage regional procurement (purchasing and sales).

**Major Duties**

* Manage the planning and delivery of projects and programs.
* Support long term asset program planning for inclusion in regional business plans, including asset acquisition, inspection, maintenance, change (alterations and additions), and rationalisation (end-of-life).
* Prepare and assist with the preparation of proposals for funding.
* Procure goods and services, and administer contracts; including draft briefs, technical specifications, conditions of quotation/tender, and contracts in accordance with Departmental and Government requirements.
* Develop processes and tools and provide training and technical advice to support regional staff in project, asset and procurement management, in accordance with Departmental and Government requirements.
* Contribute to and work with other members of state-wide and regional teams.
* Co-ordinate communication and information between staff, consultants, contractors, suppliers, and stakeholders; and maintain appropriate records.

**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.
* 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. Well developed organisational skills to manage concurrent projects with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames and allocated budget.
2. High level knowledge and extensive relevant experience to contribute to and support the management of a large and diverse asset portfolio, including planning and delivering annual acquisition, inspection, maintenance, change, and disposal programs.
3. High level knowledge and extensive relevant experience in the application of asset related legislation, standards and technical data, to develop appropriate asset solutions, processes and recommendations.
4. Proven ability to make informed decisions and recommendations to procure goods and services that deliver the required results and value for money consistent with policy and guidelines.
5. Interpersonal and communication skills that demonstrate an ability to represent an organisation’s interests; to negotiate specified outcomes, to provide clear authoritative advice and to produce quality written documents.
6. 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 and train teams to deliver agreed outcomes.

**Position Requirements**

Desirable Qualifications and Requirements

* A current motor vehicle driver’s licence.
* A Project Management qualification.
* Asset and/or built infrastructure management, design, maintenance or construction related qualification.

**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).

**Special Employment Conditions**

The following list provides an indication of the variety of aspects that the employee may experience in the course of his/her duties:

* Work may be in remote and isolated locations and/or inclement weather;
* May be required to camp away from base in isolated areas for periods a number of days often carrying supplies; and
* May be required to travel by sea craft, light aircraft or helicopter.

Some intrastate and interstate travel may be required.