Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Planner |
| Position number | 707155 |
| 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 develop and deliver planning services such as programs, plans, policy and advice specific to a Parks and Wildlife Service (PWS) region on a range of reserve management issues including environmental management, cultural and heritage conservation and the sustainable use of reserves.

**Major Duties**

* Develop, review and implement region-based planning programs, policy and relevant projects and ensure their integration with other regional or state level planning processes.
* Provide authoritative planning advice and feedback to regional management, employees and external organisations in relation to on and off reserve management including the interpretation of relevant legislation.
* Undertake, facilitate and coordinate the preparation of reserve specific management plans (statutory and non-statutory), site plans or other similar frameworks.
* Undertake environmental impact assessments for activities on reserved land within a region including the evaluation of information from proponents and community concerns.
* Represent the region at forums and meetings with a range of stakeholders including other State government agencies, local government, industry, the community and media.
* Facilitate community and other interest group engagement and participation in the development and implementation of planning programs across the region.
* Plan and coordinate projects and supervise consultants, volunteers and employees as required.
* Draft correspondence, briefings and other documents for use by the Department and the Minister.
* Participate in critical incident management teams assigned for, but not limited to, wildfire suppression.

**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;
* developing and implementing programs, assessments and projects delegated through the Region's Business plans as a member of a team; 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; and
* 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. Demonstrated knowledge and understanding of contemporary management planning principles and practices and environmental impact assessments for protected areas, with particular reference to Tasmania and relevant natural conservation and world heritage management issues.
2. Proven experience in developing and implementing planning services, programs and policy.
3. Demonstrated knowledge and experience in project management methodologies including the ability to plan and coordinate projects to agreed timeframes and outputs.
4. High level interpersonal, oral and written communication skills including proven ability to effectively communicate and engage with diverse stakeholders and to provide high level, accurate and meaningful reports and recommendations.
5. Proven ability to provide in-depth research, analytical, investigative and evaluation skills for the development of planning programs and documentation.
6. Demonstrated capability to work effectively within a team environment and to set and meet deadlines and objectives within a work environment subject to change and operational challenges.

**Position Requirements**

Desirable Qualifications and Requirements

* A graduate qualification relevant to the professional duties to be undertaken is highly desired by the employer, as provided by a university, in a discipline relevant to science, environmental planning, natural resource management or urban/rural planning.

**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).