

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Senior Project Manager (Electronic Conveyancing)
Position number	708897
Division/Business Unit/Branch	Environment, Heritage and Land/ Heritage and Land Tasmania/ Land Tasmania Directorate
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
Reports to	General Manager, Land Tasmania

Position Purpose

The purpose of the role is to manage the Implementation of National Electronic Conveyancing (INEC) Project, developing and integrating IT applications, systems and processes whilst developing and maintaining high levels of stakeholder engagement and change management, to facilitate Tasmania joining and operating in National Electronic Conveyancing System(s).

Major Duties

- Managing and implementing the INEC project including successfully delivering client engagement and change management strategies with key property and conveyancing sectors in Tasmania.
- Leading or managing resources in a team or teams in a multiple themed workstream environment to deliver assigned projects and providing leadership for change.
- Initiating and undertaking high level research, investigations and analysis in cooperation with others to deliver required outputs; including preparing any relevant briefs, submissions, reports and communications.
- Establish, maintain and develop effective relationships with key stakeholders, including being sensitive to a range of needs while delivering agreed changes or project outcomes as well as planning and/or leading stakeholder engagement and communication activities.
- Represent the Agency across a range of forums in a consultative role involving high level, complex and sometimes sensitive negotiations encompassing a range of issues related to INEC Project in Tasmania.
- Utilising the Department's Project Management Framework to plan and support delivery of Agency projects and priorities including the provision of high-level strategic advice to

project steering committees and key stakeholders; addressing performance objectives, milestones and outputs; developing solutions to project based issues as they emerge and plan, mitigate and manage project risks.

- Provide strategic advice in relation to emerging or priority issues for the Agency to the Departments Executive, Department Leadership Group and Ministers.

Responsibility, Decision Making and Direction

As the Senior Project Manager (INEC), the occupant of the position is:

- responsible for the efficient, effective and timely delivery of the INEC Project requiring budget management and optimal use of resources allocated for the projects. This includes planning activities, negotiating for appropriate resources and determining measures for accountability;
- accountable for regularly reviewing the performance of assigned project staff against agreed performance objectives, milestones and measures;
- required to remain abreast of contemporary developments, to identify emerging trends and to maintain a network of peers and specialists in the subject area;
- to facilitate consultation with relevant specialists, subject matter experts and executive management for the development of project strategy, policy or implementation.
- 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 in relation to the role are that:

- has considerable operational autonomy with operational direction according to project governance, government policy and broad corporate objectives.

Knowledge, Skills and Experience (Selection Criteria)

1. High level specialised knowledge, expertise and extensive experience in contemporary project management practices with experience in implementing large IT based projects, policy and/or programs.
2. Highly developed management skills and demonstrated capacity to manage human, physical, financial and information resources in a strategic project environment. A sound knowledge and understanding of contemporary project management, change management, policy development, and business planning.
3. Demonstrated leadership qualities, including the ability to motivate and gain the cooperation of others in the achievement of challenging, difficult and sometimes conflicting objectives. The ability to foster a team environment and to monitor efficiency and effectiveness leading to successful project completion.
4. Excellent communication, representation, negotiation and conflict resolution skills. Demonstrated ability to develop productive relationships with 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 change management required for strategic projects and policy activities.
6. Demonstrated capacity to plan, organise, schedule and deliver project outputs and to modify approaches and adapt to change requests throughout the project lifecycle.

Position Requirements

Essential Requirements

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances

Demonstrated to the satisfaction of the Head of Agency.

Desirable Qualifications and Requirements

- A degree or an equivalent qualification relevant to the nature of the work to be undertaken, as provided by a university, a vocational education organisation or a registered and accredited training provider.
- A current motor vehicle driver's 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 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.