

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Program Manager (Digital Transformation)
Position number	708706
Division/Business Unit/Branch	Primary Industries and Water/ Biosecurity Tasmania/ Projects, Planning and Policy
Award/Agreement	Tasmanian State Service Award
Classification	General Stream, Band 7
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, Launceston or Devonport
Reports to	Manager Projects, Planning and Policy

Position Purpose

Drive and implement the digital transformation within Biosecurity Tasmania; through the provision of oversight, direction and leadership to associated program teams; to modernise the information systems used to create efficiencies and provide better customer service to all stakeholders.

Major Duties

- Provide expert advice on program and project methodologies including defining outcomes, developing performance metrics, milestones, and targets, and developing resourcing and risk management plans.
- Set the direction for and lead the Business Transformation Program teams, including internal and external staff, and outsourced technology and delivery partners.
- Oversee, coordinate, and align Business Transformation Program initiatives with strategic and business planning initiatives and related risk management programs across the organisation to ensure long term integration of initiatives with functional accountabilities.
- Ensure the organisation is ready for transformative change by partnering with business and IT Leadership in defining, prioritising, and achieving strategic objectives and defining short- and long-term objectives for projects and platforms under management.
- Support the selection, planning, and delivery of projects, ensuring every project contributes to the overall achievement of the Business Transformation Program objectives.
- Implement effective program governance arrangements supported by effective reporting and communication.

- Lead the baselining, tracking and communication of the benefits realisation framework, ensuring benefits determined for the project can be tracked and reported on proving the case for change and outlining the return on investment during and post transformation.

Responsibility, Decision Making and Direction

The occupant of the position is responsible for:

- efficient and effective program or service delivery including budget management, optimising use of resources and maintaining and/or modifying policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
- managing the performance and development of staff;
- the development of strategy, policy or program implementation especially with regard to new developments; with responsibility shared with relevant specialists and executive management for; 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, and for promoting the principles of managing diversity.

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

- the occupant operates with considerable autonomy and is required to provide leadership regarding the design, development and operation of function and/or program activities;
- guidance and instruction may on occasion be received on the implementation of highly technically complex modification that provide solutions consistent with policy, regulatory and/or technological requirements and developments; and
- the occupant defines core program and service delivery issues to develop options and recommendations for operational change and/or new research projects.

Knowledge, Skills and Experience (Selection Criteria)

1. Highly developed Project Management and leadership skills in a complex multi-disciplinary context, including the ability to develop integrated multi-year project portfolio strategies, implement effective project governance, and manage individual projects to successfully achieve strategic objectives.
2. Highly developed management skills and expertise to lead an operational unit. An understanding of contemporary management practices and demonstrated experience and ability in the management of human, physical and financial resources.
3. The ability to communicate and provide authoritative advice on complex matters to non-specialists, high level liaison, presentation and conflict resolution skills and the capacity to represent the Department.
4. Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from related disciplines or fields in the area of activity. Flexibility, creativity and innovation associated with research, investigative, analytical and appraisal skills.

5. Demonstrated capacity to plan, organise, schedule and deliver, own outputs and those of a team, within set timeframes to achieve results particularly in a changing environment.

Position Requirements

Desirable Qualifications and Requirements

- Tertiary qualifications in project management, information systems, or business management.
- 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.