Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Field Officer |
| Position number | 707929 |
| Division/Business Unit/Branch | Parks and Wildlife Service / Operations / Northern Region |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 2 |
| Position Status | Fixed Term |
| Full Time Equivalent (FTE) | 1.0 FTE (minimum 0.80 FTE, by negotiation) |
| Ordinary hours per week | 38 hours (minimum 30.40 hours, by negotiation) |
| Location | Freycinet |
| Reports to | Visitor Services Coordinator |

**Position Purpose**

Implement the day-to-day operational management activities within high visitation areas in the national park including, campgrounds and other facilities, to ensure the appropriate presentation of visitor facilities for the conservation and sustainable use of natural and cultural resources.

**Major Duties**

* Undertake routine campground checks and undertake reserve, operational and maintenance tasks including cleaning of barbecues and outdoor facilities, waste management, access tracks and car park traffic management within high visitation areas.
* Maintenance of building, infrastructure, plant and equipment in accordance with maintenance schedules and standards. Update maintenance records on the PWS Asset Management System as required.
* Provide information, advice and assistance to visitors in particular, on walking tracks, information and safety; details of park fees; local recreational opportunities and tourist attractions; and environmental threats posed by visitors.
* Liaise with staff and contractors on aspects of the provision of maintenance and trade services.
* Provide information and feedback to help develop and maintain practices to ensure safe workplaces and public safety, provide assistance in case of emergencies if required.
* Assist with the purchase and/or maintenance of equipment, stores and spare parts.

**Responsibility, Decision Making and Direction**

The occupant of this position is responsible for:

* the effective and timely completion of maintenance works associated with assets and infrastructure within high visitation areas, particularly campgrounds and carparks;
* the satisfactory completion of tasks that are significant for operational effectiveness of the work unit;
* ensuring work methods and processes meet required standards with some independence to modify or adapt existing approaches for more effective service delivery for client and stakeholder;
* providing routine advice, support and assistance to a work 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:

* initially detailed instructions are provided on established techniques, methods, priorities and timeframes. Consistent with increasing experience detailed instructions are limited to unusual requirements, which do not have clear guidelines or precedents. Independent decision-making and initiative regarding the planning and completion of tasks and achievement of outcomes is expected to increase with experience; and
* some interpretation, modification or adjustment of accepted practices, methods or standards may be required to achieve specified outcomes.

**Knowledge, Skills and Experience (Selection Criteria)**

1. Knowledge of and practical experience to undertake a diverse range of maintenance related tasks, including carpentry; plumbing; painting; and mechanical repairs.
2. Demonstrated ability in implementing risk management strategies and compliance protocols to satisfy safety legislative requirements.
3. A basic understanding or the ability to acquire a basic understanding of the principles of managing land for the conservation of natural and cultural values, and for the provision of tourism and recreation opportunities.
4. Good communication and interpersonal skills in gaining the cooperation of others and the ability to deal effectively with challenging behaviour. The ability to explain operational procedures, provide information, and liaise with clients, stakeholders and members of the public.
5. The ability to make independent decisions and use initiative regarding and in the achievement of outcomes.
6. Well-developed organisational skills, including the ability to set priorities and manage variable workloads for the planning and completion of tasks.

**Position Requirements**

Desirable Qualifications and Requirements

* A current motor vehicle drivers’ licence.
* Workplace Level 2 First Aid Certificate.
* Traffic management training.

**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 duties may require the Field Officer to:

* work some weekends and public holidays in accordance with a roster;
* work overtime, which includes after hours work and responding to afterhours disturbances;
* be rostered or directed to be available to return to work at short notice to deal with unforeseen circumstances or emergencies (e.g. floods); and
* obtain and maintain a First Aid Certificate and perform first aid duties when and if required.