Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Valuer – Team Leader |
| Position number | 709570 |
| Division/Business Unit/Branch | Environment, Heritage and Land / Heritage and Land Tasmania / Office of the Valuer-General |
| Award/Agreement | Tasmanian State Service Award |
| Classification | Professional Stream, Band 3 |
| Position Status | Permanent  |
| 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 | Senior Valuer |

# **Position Purpose**

The purpose of the role is to supervise and co-ordinate the valuation activities of a team of valuers on a regional basis and perform a range of complex statutory valuations, client valuations and compulsory acquisition valuations.

# **Major Duties**

* Undertake complex statutory valuations under the provisions of the Valuation of Land Act 2001 as well as taking responsibility for specific activities within a fresh valuation cycle, such as quality assurance checking of statutory valuations undertaken by the Office of the Valuer-General (OVG) and contract valuers.
* Undertake a wide variety of non-statutory and more complex valuations state-wide.
* Provide daily supervision, guidance, mentoring and training to a number of valuers and less experienced staff in all types of valuation activities and projects and assist the Senior Valuer in fostering a team environment that is committed to professional development and achieving the objectives of the Valuer-General.
* Supervise and co-ordinate quality control programs within the OVG to ensure consistency of standards, adherence to best practice valuations and Valuer-General’s policies.
* Represent the OVG as required and liaise with government agencies, councils, contractors and public bodies on the Valuer-General’s objectives, activities and valuation policy.
* As required, appear as an expert witness in court proceedings.
* Contribute to an ongoing review of work practices and implement improved practices that will provide cost effective and revenue generating valuation services.
* Perform any other assigned duties at the classification level that are within the employee’s competence and training.

# **Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* efficient and effective program or service delivery including budget management, optimise 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:

* guidance and instruction may on occasion be provided on the implementation of highly technically complex modifications that provide solutions consistent with policy, regulatory and/or technological requirements and developments.

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

1. Specialised expertise and extensive experience in contemporary valuation principles and practice.
2. Highly developed management skills and expertise to lead an operational unit/team. An understanding of contemporary management practices and demonstrated experience and the ability to mentor and role-model less qualified or less experienced staff.
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 relation to valuation services. 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; project management experience with a knowledge and understanding of contemporary project management practices.

# **Position Requirements**

**Essential Requirements**

* A degree relevant to the professional duties to be undertaken, as provided by a university.
* Meet the necessary qualifications to practice as a Land Valuer in accordance with the *Land Valuers Act 2001*.
* Maintain required continued professional development compliance in line with requirements of industry association bodies as described in the *Land Valuers Act 2001*.
* A current motor vehicle driver’s licence.

**Desirable Qualifications and Requirements**

* Working experience in statutory rating valuations & compulsory property acquisition valuations.

# **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**

Regular intrastate travel is required.