Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

|  |  |
| --- | --- |
| **Position title** | Senior Hydrographer |
| Position number | 702352 |
| Division/Business Unit/Branch  | Primary Industries and Water / Agriculture, Forestry and Water / Water Management and Assessment  |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 5 |
| 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 | Launceston  |
| Reports to | Section Head (Water Monitoring) |

**Position Purpose**

The purpose of the role is to plan, lead and coordinate the varied operational procedures required for the monitoring, collection, analysis and reporting of information relating to water resources in Tasmania. Provide authoritative advice and expertise on all aspects of water resource data collection and processing.

**Major Duties**

* Plan and coordinate operational procedures to undertake the collection of accurate water quantity and quality information and ensure the ongoing technological development of the data collection systems.
* Provide specialised and authoritative verbal and written advice on water quantity issues to internal and external clients, including liaising with community groups and presenting the results to public forums as required. An astute level of competence is required for report writing, including ability to technically and editorially peer review.
* Ensure quality control, staff supervision and training in the collection, handling and processing of water resource data to ensure the best possible information is collected efficiently.
* Operate the NRE Tas time-series database “AQUARIUS” to ensure rapid access to all relevant information impinging upon water management issues.
* Maintain streamflow and groundwater station infrastructure and carry out repairs to hydraulic civil structures and electronic water monitoring equipment for all sections within the Water Management and Assessment Branch. This will involve intrastate travelling to remote areas of the state in 4WD vehicles, ATVs & helicopters.
* Operate as an effective team member of the Water Management and Assessment Branch consistent with diversity management principles and Occupational Health and Safety (OH&S) standards.
* 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:

* 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.
* 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. In depth knowledge and expertise in water quantity assessment including the use of specialised hydrographic equipment and systems and field hydrographic experience.
2. Considerable experience and proficiency with water quantity and water quality instrumentation, processes and standard methodology, including the design, installation and maintenance of electronic equipment.
3. The capacity to provide leadership, instruction and guidance to less qualified or experienced staff and well-developed skills in organising work schedules and the human and physical resources of projects.
4. Highly developed interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice, reports and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges. The ability to liaise effectively with specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements.
5. Proven ability to make informed decisions, recommendations and/or implement alternative methods of approach to provide operational solutions for program and service delivery requirements.
6. Well-developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.

**Position Requirements**

Desirable Qualifications and Requirements

* A Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work. Civil Engineering or Surveying qualifications highly regarded.
* Unrestricted driver’s licence.
* Ability to swim.
* Ability to work at heights.
* Swift Water/Boating training.
* A current First Aid certificate.

**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. NRE Tas are committed to valuing and respecting each other as colleagues and peers. NRE Tas value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. NRE Tas does 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. NRE Tas 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:

<https://www.dpac.tas.gov.au/divisions/ssmo/legislation/state_service_legislation_overview>