Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Section Head, Conservation Assessments and Wildlife Services |
| Position number | 701854 |
| Division/Business Unit/Branch | Environment, Heritage and Land / Environment / Policy, Projects & Regulatory Services |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 7 |
| 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 or Launceston |
| Reports to | Director, Policy, Projects & Regulatory Services |

**Position Purpose**

The purpose of the role is to manage the human, physical, financial and information resources of the Conservation Assessments and Wildlife Services Section to provide high-level strategic advice on natural resources and environmental management in Tasmania, particularly relating to the management and conservation of natural values and oversee the permitting and licensing process under relevant legislation.

**Major Duties**

* Manage the human, physical, financial and information resources of the Section to ensure that assessments and permit applications are processed in a timely manner. Provide leadership, direction and mentoring to staff of the Section as appropriate
* Provide strategic direction including the development, monitoring and review of systems and procedures for natural resource management, including conservation assessments, impact mitigation strategies, wildlife services and permitting systems in accordance with legislative requirements.
* Liaise, consult and negotiate at a senior level with specialists in the Environment Business Unit, other Divisions and other Agencies in relation to the management and conservation of natural values.
* Manage, coordinate and integrate advice to and from internal and external stakeholders in relation to key activities and ensure a high standard of service delivery.
* Represent the Department at a senior level in meetings and consultations with project proponents, stakeholders, other Agencies, Councils and community groups.
* 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, 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. A high level of knowledge (or the capacity to quickly acquire) of the issues involved in the management of natural values (particularly in relation to proposed developments and wildlife permits), in conservation assessments including a demonstrated ability to be flexible, creative and innovative in applying these skills to achieve sustainable development outcomes. Ability to interpret legislation and policy and apply it to real world situations, often under competing pressures.
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; project management experience with a knowledge and understanding of contemporary project management practices.

**Position Requirements**

**Desirable Qualifications and Requirements**

* Tertiary qualifications in a natural resource management discipline.
* 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, 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).