

Consumer, Building and Occupational Services

Director, Technical Regulation and Occupational Licensing

Statement of Duties

Objective

Provide support to the Executive Director through the effective management and leadership of assigned units, including the management of technical specialist functions of the Output. Manage and provide authoritative advice on the legislation, systems and technical programs and projects undertaken by the Output.

Duties

- Oversee the day to day management of the Technical Regulation Units (Building Standards and Regulation, Plumbing Standards and Regulation, Electricity Standards and Safety and Gas Standards and Safety, Occupational Licensing, Continuing Professional Development) of the Output and related projects as assigned.
- Manage a range of staff working in professional and technical areas of competence.
- Act as Executive Director as required.
- Represent Tasmania on National Committees as required.
- Manage assigned financial, information, human and physical resources and ensure that defined standards and agreed objectives are met.
- Manage and report on multiple complex projects ensuring that project deadlines and standards are met.
- Develop high level advice to Government on relevant state and national issues and prepare associated reports, submissions, correspondence and briefings.
- Develop strategies for educating stakeholders about their obligations under relevant standards and legislation.
- Provide career development and professional growth for staff.
- Exercise statutory delegations including those as Administrator of Occupational Licensing, Director of Gas Safety and Director of Building Control as required.
- Liaise with technical stakeholders, industry groups and other agencies to ensure consultation with them as appropriate.

Level of responsibility

- The position is critical to the achievement of Government objectives and the occupant is responsible for the effective management of the Technical Regulation Units.

- Briefing the Minister and senior management of the Department on policy and project matters is to be expected.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the relevant WHS requirements in the WHS Act.
- Periodically review the work area with your supervisors to assess the WHS aspects of the work done. Review hazard and incident reports, ensuring timely follow up and close out of actions. Overview the risk assessment processes for their activities.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- Operates without direct supervision and has a significant degree of independence of action and autonomy in day-to-day activities under broad strategic direction.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Demonstrated high level leadership and management skills, including demonstrated capacity to manage specialist technical staff, and to manage individual staff performance and to promote a participative and cooperative work environment.
2. Demonstrated high level interpersonal and oral communication skills including the proven ability to negotiate and manage conflict, develop effective partnerships and represent the Government and Department to identify and explain acceptable solutions in situations of differing interests.
3. Excellent written communication skills including the proven ability to produce information that is readily understandable to non-specialists.
4. Excellent strategic, research, conceptual, analytical and creative skills, with the ability to develop and make sound judgements about strategies at a senior level.
5. Proven knowledge and high level experience in the management of multiple complex projects, in particular the use of a systems engineering approach to compliance and safety.
6. Be able to demonstrate an understanding of the WHS legislation and the responsibilities of managers, as outlined in the Agency's Roles & Responsibilities Procedure along with the capacity to apply and uphold that knowledge.

Essential requirements

- Nil.

Desirable requirements

- Relevant industry experience in a related discipline.

Position Summary

Title	Director, Technical Regulation and Occupational Licensing
Number	356857
Award	Tasmanian State Service Award
Classification	Band 8
Division	Regulation and Service Delivery
Full Time Equivalent	1.0
Output Group	Consumer Building and Occupational Services
Branch	Technical Regulation and Occupational Licensing
Supervisor	Executive Director
Direct Reports	6
Location	Rosny
Position category and funding	Cost code: T392, T481, T698.