Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

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| **Position title**  | Ecologist (Threatened Species) |
| Position number | 709397 |
| Division/Business Unit/Branch | Environment, Heritage & Land / Environment / Threatened Species and Conservation Programs |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 4 |
| 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  | Senior Ecologist (Threatened Species) |

**Position Purpose**

The purpose of the role is to provide professional and technical support and advice on threatened species conservation and management; contribute to threatened species data management; and contribute to the coordination and delivery of projects and programs aimed at improving the knowledge, management, and recovery of threatened species in Tasmania.

**Major Duties**

* Provide fit-for-purpose scientific advice for conservation and management of threatened species.
* Support the identification, coordination and delivery of projects and programs aimed at improving the knowledge and understanding of threatened species in Tasmania. Contribute to site assessments and field monitoring of threatened species, as required.
* Provide support in developing and reviewing documents associated with the management and conservation of threatened species in Tasmania, including preparation of permits, species nominations and threatened species listing statements.
* Support the preparation and management of threatened species data and information for use by State data repositories, and to inform management.
* Support the delivery of key business needs as required, including updating websites, record keeping and meeting organisation.
* 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 guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives;
* providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
* ensuring advice, recommendations and decisions support specified service delivery and program outcomes; where supervision is involved, 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:

* general direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area; and
* the occupant is expected to exercise judgement and initiative to prepare advice, permits, data or relevant documents independently unless of a particularly complex nature.

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

1. Well developed knowledge and expertise in a related field such as biological sciences, terrestrial ecology, zoology or wildlife management including issues relating to conservation and management of threatened species, preferably in Tasmania, or the ability to rapidly acquire such knowledge.
2. The ability to make decisions on operational performance, demonstrated ability to manage workflows whilst fostering a consultative team environment, and collaborate with and support team members on threatened species matters.
3. Highly regarded or highly developed communication and interpersonal skills including liaison, negotiation and conflict resolution skills, the ability to prepare written reports that are clear, accurate and concise and in accordance with administrative procedures.
4. The ability to exercise judgement in the application of policies, rules and regulations and to apply specialised expertise to resolve complex operational issues OR compiling, analysing and evaluating complex and unrelated information to maintain and modify operational performance and service delivery.
5. Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.

**Position Requirements**

Desirable Qualifications and Requirements

* A Diploma or Advanced Diploma in natural sciences or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.
* A current motor vehicle driver's licence.
* 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. 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).