

## Program Leader (Cultural Data)

### Statement of Duties

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<b>Position number:</b>	700018
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 6
<b>Division/branch/section:</b>	Land Tasmania, Locations Services
<b>Full Time Equivalent (FTE):</b>	Minimum of 0.80 FTE
<b>Location:</b>	Launceston
<b>Employment status:</b>	Permanent
<b>Ordinary hours per week:</b>	29.40 - 36.75 hours
<b>Supervisor:</b>	Manager (Spatial Data and Products)

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#### Position Objective

The Cultural Data Program is responsible for maintaining Tasmanian spatial data sets, including the Foundation Spatial Data Framework (FSDF); cadastre, administrative, transport, place names, addresses, and administers Tasmania's Nomenclature process. The Program Leader (Cultural Data) manages the personnel and material resources required to meet the Government's and Branch's spatial data and place naming objectives, ensuring that standards are maintained and timelines are complied with.

#### Major Duties

- Manage the physical and human resources of the cultural spatial data program including the development, training and performance management of staff.
- Manage the work programs and projects within the unit to ensure the optimum provision of data to meet branch, agency and client priorities.
- Manage the setup and implementation of a northern based unit, including instigating effective working and communication practices with the southern based team and management.
- Coordinate the ongoing development and maintenance of the State's cadastral, transport, building, nomenclature and property address geospatial and associated LIST (Land Information System Tasmania) data sets.
- Investigate, develop and implement appropriate operational procedures to ensure that the most efficient and timely production processes are utilised.
- Maintain awareness of national and international conventions, standards and technological developments in relation to framework geospatial data to ensure the continued development of effective production techniques and procedures;

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- Develop and maintain effective liaison with a range of internal and external stakeholders within Government, industry and the public;
- Perform any other assigned duties, at the classification level that are within the employee's competence and training.

### **Classification Band Advanced Assessment Point**

The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

### **Responsibility, Decision-Making and Direction Received**

The occupant is responsible for:

- implementing and managing the work programs, policies and priorities to achieve the objectives of the Cultural Data Program;
- investigation of the latest technologies, systems, products and services in relation to cultural data, resolving complex data management issues and providing recommendations and solutions on implementation of new technologies;
- the management of resources and performance of subordinate staff within the program area including overseeing the training and development of staff in accordance with contemporary human resource management practices;
- representing the organisation in an appropriate manner as required through dealings with stakeholders, industry and national bodies.
- for 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:

- guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments;
- the occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment; and
- work of a highly technically complex nature or with a varied range of activities may receive instruction and/or provide innovative solutions to meet program or service delivery outcomes.

**Knowledge, Skills and Experience (Selection Criteria)  
(in relation to the Major Duties)**

- Significant technical expertise, knowledge and experience in the application of GIS systems and processes in the maintenance, management and development of foundation geospatial data. Highly developed and detailed understanding of the operational framework including specifications, standards and processes for effective program and service delivery.
- Significant management skills and expertise to lead and mentor a team of staff operating in a complex technical environment. Ability to manage the setup and implementation of a northern based unit, including instigating effective working and communication practices with the southern based team and management.
- High level communication and interpersonal skills, and demonstrated ability to apply negotiation and conflict resolution skills in resolving production issues of significance to meet the requirements and the objectives of the program. High level written communication skills.
- Highly developed conceptual and reasoning skills to undertake research, development and implementation of improved production processes or the introduction of new technology. Initiative, flexibility and creativity in developing options and recommendations to resolve problems and improve service delivery.
- High level organisational skills including the ability to plan, prioritise and co-ordinate several concurrent activities whilst working to set time frames.

**Desirable Qualifications and Requirements**

An Advanced/Associate Diploma in Applied Science, or equivalent level, in a Spatial Sciences related discipline, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

A current motor vehicle driver's licence.

**Department's Role**

The **Department of Primary Industries, Parks, Water and Environment (DPIPWE)** 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 DPIPWE 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), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure 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.dpipwe.tas.gov.au](http://www.dpipwe.tas.gov.au) provides more information.

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The role of Land Tasmania is to provide Government land services that deliver fundamental land information and maintain the security of land tenure. The Division is headed by a General Manager who oversees the operation and management of the Office of the Valuer General, Land Titles office, Location Services and the Directorate.

The Location Services Branch is managed by the Surveyor General and is structured into four sections; Spatial Data and Products, Service Delivery, Emergency Services GIS and the Office of the Surveyor General, which provide the following functions:

- Maintenance and development of the State's framework cadastral, transport, topographic, orthoimagery and administrative geospatial data and related LIST datasets; Management of the State's aerial imagery acquisition program; Preparation of geospatial information products and provision of survey and administrative drafting services to Agency clients and to support the Archiving Project
- Provide standard series and specialist map production, design, GIS and application development activities in support of TASMAR ([www.tasmar.tas.gov.au](http://www.tasmar.tas.gov.au)), Location Services and the Land Information System Tasmania ([www.thelist.tas.gov.au](http://www.thelist.tas.gov.au))
- Delivery of a wide range of spatial and land information data to clients and the development of processes, policies and agreements to further the development of mutually beneficial relationships between DPIWVE and its clients.
- Manage the collation, integration, maintenance and delivery of emergency management spatial data sets and provision of 24/7 on-call specialist GIS and desktop mapping support to DPIWVE and to the Department of Police and Emergency Management. Contribute to the development of a national spatial information capability that can be used to support critical infrastructure protection (CIP), counter terrorism (CT) and emergency management (EM) activities across all levels of government.
- Develop and implement policy, standards, systems and programs in the areas of cadastral survey, geodetic survey, spatial data and survey-related legislation.

## 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.

DPIWVE 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 DPIWVE.

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

The position is based in Launceston.

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Some intrastate and interstate travel may be required.

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**Approved by:**

**Date:** 2 October 2018