

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Manager Geoscience Information
<b>Position number:</b>	420088
<b>Award/Agreement:</b>	Tasmanian State Service
<b>Classification level:</b>	Professional Stream Band 3
<b>Division/branch/section:</b>	Mineral Resources Tasmania, Geological Survey Branch
<b>Location:</b>	State wide
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Manager Geological Survey

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### Position Objective

To develop policies and strategies for, and manage the, acquisition, storage and outputs of digital data acquired by Mineral Resources Tasmania (MRT). Formulate appropriate divisional standards in accordance with national and international standards and management protocols, to ensure usability and interoperability of the data by all stakeholders.

### Major Duties

- Lead the Spatial Services, TIGER operations and Library and publications team of MRT, ensuring the section's priorities, systems and processes are aligned with the MRT strategic direction, to enable the achievement of MRT goals and objectives, and meet the requirements of MRT's external clients for spatial information services.
- Provide high level leadership and management including managing performance, mentoring and development opportunities within the team.
- Assume responsibility for supervising the custodianship of Mineral Resources Tasmania's digital data sets. Ensure the data is securely stored, curated and available in accordance with national and international data standards.
- Develop and manage online data delivery systems for MRT's spatial enabled data as Open Geospatial Consortium (OGC) and other international and national geoscience data standards are developed.
- Represent MRT on intra and inter-departmental and national information system and information policy working groups.
- Provide specialist advice to all areas of MRT and external stakeholders, including the development of policy initiatives associated with the management of MRT's digital data.

- Provide high-level written communications including standards and procedures, catering to both non-specialists and specialists, and provide training in relation to these standards and procedures and related systems.
- Provide technical expertise in relation to database management and Geographic Information Systems (GIS) and related software within a complex Geoscientific environment.
- Coordinate and participate in the development, implementation and ongoing maintenance of a Data Model for MRT's geological data in accordance with national and international standards.

### **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

The Manager Geoscience Information will be responsible for the initiation, development, implementation and evaluation of geoscience information policies, programs and practices, by working with all areas of MRT and its stakeholders. The occupant will ensure that such services meet organisational objectives and are delivered in an efficient and effective manner.

The occupant is also responsible for the management and technical direction, support, and mentoring of employees and the management of the daily activities of Spatial Services, TIGER Operations and Library and Publications teams.

The position works within the strategic framework of government policy and broad corporate objectives and accordingly operates with a significant degree of independence of action and autonomy in day-to-day activities. The occupant is accountable to the Manager Geological Survey of Mineral Resources Tasmania for determining strategic direction and meeting objectives as they relate to the geoscience information services of MRT, and the effective utilisation of resources for the provision of agreed outcomes.

## **Selection Criteria (Knowledge and Skills):**

The Department of State Growth insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

*The selection criteria listed below are weighted equally for assessment purposes, with the exception of criterion 1 which has a rating of 20%*

1. Proven high level of achievement in information management with extensive knowledge and experience in interpreting and applying national and international geoscientific data standards, curating spatially enabled data, especially geoscientific, mineral tenement and land tenure data, and in implementing best practice data management and delivery protocols.
2. The ability to apply developed and developing OGC, and other, data standards to online delivery of spatially enabled digital data and to represent MRT on state and national committees developing online spatial data delivery standards.
3. Proven ability to exercise a high degree of independence in the determination of overall strategies, priorities, work standards and allocation of resources including the ability to initiate and implement major projects and to provide advice to senior levels within the Agency.
4. High level management skills and experience in effectively managing human, financial and physical resources in a complex multi-functional unit, ensuring that projects are managed efficiently and effectively to deliver outcomes that are of significant importance for the Agency.
5. High degree of originality, analytical, conceptual, problem solving and decision-making skills to contribute towards the achievement of branch, corporate and national objectives and an ability to understand complex issues.
6. Highly effective interpersonal and oral communication skills with the proven ability to communicate and gain the support and co-operation of others in the achievement of challenging, difficult and conflicting objectives.

## **Position Requirements**

### ***Pre-employment***

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

- Nil

### ***Essential***

Evidence of the following must be provided prior to appointment to this role:

- A current drivers licence
- Satisfactory completion of, at minimum, a Bachelor's degree in Science at a recognised University.

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

#### **Desirable**

- Either a degree in geosciences with a demonstrated practical experience in information management, or a tertiary qualification in information management, or similar discipline, from a recognised University.

### **Working at State Growth**

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

State Growth aims to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We value diversity and promote an inclusive workplace, recognising individuals for their unique characteristics, background, experiences, knowledge, skills, values and perspectives.

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at [State Service Management Office \(www.dpac.tas.gov.au/divisions/ssmo\)](http://www.dpac.tas.gov.au/divisions/ssmo)

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