

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Environment and Planning Approvals Officer
<b>Position number:</b>	373072
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 6
<b>Division/branch/section:</b>	State Roads / Programming & Delivery/ Environment and Development Approvals
<b>Location:</b>	South (Hobart)
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Manager, Environment and Development Approvals

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### Position Objective

To provide high level statutory planning and environmental approval services to support the Agency in the effective planning, design and construction of State Growth infrastructure projects.

To provide high level support to the maintenance and development of policies and guidelines relating to environmental and land use planning.

To provide professional planning advice on issues relating to transport infrastructure within the State Roads Division.

### Major Duties

- Provide timely definitive advice to State Growth staff on environment, heritage and land use planning matters in relation to road infrastructure projects.
- Inform and influence the early design of road construction projects by providing professional advice for high level risk assessments of environment, heritage and planning values and their implications for the timely delivery of road projects.
- Provide high level support to project managers in the delivery of road infrastructure projects by reviewing and coordinating environment, heritage and planning assessments, facilitating and securing project approvals, and communicating their associated conditions to Project Managers as required.
- Assist the Manager Environment and Development Approvals (EDA) in the maintenance of existing Unit procedures and guidelines as well as initiating and coordinating the development of new procedures and guidelines.
- Represent the EDA Unit in communication and negotiation with key stakeholders, consultants, regulators, tribunals, Government agencies and construction contractors on environment, heritage and planning matters.
- Procure and contract manage the services of environment, heritage and planning consultants as required.

- Independently research and analyse specific project issues, tasks and activities as directed by the Manager EDA.

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

The Environment and Planning Approvals Officer is responsible for undertaking a variety of complex functions and is required to exercise a high degree of professionalism, creativity, flexibility and discretion to ensure that work outputs are well researched and accurate.

The position operates under the general supervision of the Manager Environment and Development Approvals. However, the occupant is expected to operate with a high degree of autonomy, initiative and discretion in daily activities and is required to provide leadership regarding environment, heritage and planning matters. This includes determining priorities, procedures and approaches for managing a workload of complex specialised planning matters and environmental projects, providing professional advice, and self-managing the prioritisation of tasks within a complex works program to support the efficient delivery of the State Growth infrastructure projects.

The occupant is capable of representing the Agency at stakeholder forums and can apply communication and negotiation skills to influence program outcomes.

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

1. High-level knowledge and understanding of Commonwealth, State and Local environmental legislation, regulatory environmental approval processes and the construction practices and specifications relating to the development and maintenance of transport infrastructure.
2. Working knowledge of vegetation, flora, fauna and natural values and threats in the context of delivery of transport infrastructure projects and practical understanding and field experience in environmental management practices.
3. Proven competency and experience in all aspects of contemporary statutory land use planning practice, including relevant legislation, planning schemes, development applications, and approval processes associated with infrastructure development projects.
4. The ability to plan, organise and prioritise work and a demonstrated commitment to task completion within tight deadlines and minimal supervision, together with an understanding of, and experience in, the principles of project management and procurement to deliver high level quality outputs.
5. Well-developed research and analytical skills, including the proven ability to locate and evaluate information; develop policies, procedures and other documents to support business improvement, together with the ability to exercise initiative, judgment, and problem solving/decision making skills.
6. Highly developed communication and interpersonal skills with the ability to build and maintain effective relationships, including the demonstrated ability to provide leadership as part of a team and liaise, negotiate, facilitate and provide authoritative advice to a range of stakeholders including project managers and construction contractors.

## Position Requirements

### Pre-employment

- Nil

### Essential

- Nil

### Desirable

- An appropriate tertiary qualification in a relevant discipline (degree in planning, environmental science/management or associated discipline).

## 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.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is 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 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. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

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))