

Department of Primary Industries, Parks, Water and Environment

Policy Analyst

Statement of Duties

Position number:	707238
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 6
Division/branch/section:	AgriGrowth Tasmania / Agricultural Development and Policy
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.8 FTE, by negotiation)
Location:	Statewide
Employment status:	Fixed-term
Ordinary hours per week:	36.75 hours (minimum 29.40 by negotiation)
Supervisor:	Manager, Agricultural Development and Policy

Position Objective

Provide industry information and policy advice to, and on behalf of, the Department of Primary Industries, Parks, Water and Environment (DPIPWE) to support the development of Tasmania's food and agriculture sectors and achievement of AgriVision 2050.

Major Duties

- Research, analyse and provide industry information and strategic policy advice on pre- and post-farm gate issues pertaining to Tasmania's agricultural industries.
- Contribute to the development, management and evaluation of specific industry based policies, programs and projects; and to Divisional and Branch business planning.
- Lead and manage project and program activities and monitor progress to ensure that milestones and performance indicators are met, including providing timely and effective project and program status reports and other relevant documentation.
- Prepare a range of written documentation including Ministerial briefings and correspondence, Cabinet papers, Government submissions and reports, and provide verbal presentations and briefings.
- Establish and maintain a network of stakeholders from across the agricultural industries and value chains and use it to support agricultural policy and industry development in Tasmania.
- Collaborate with other Government Agencies, the Tasmanian Institute of Agriculture and industry stakeholders to ensure a partnership approach to industry analysis and policy

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development and implementation, and to support the Agency management of emergency events impacting the primary industries sector.

- Represent the Department and undertake consultation, liaison, and negotiations with relevant Government agencies and with private sector stakeholders including industry peak bodies.

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 of the position is responsible for:

- implementing policies, regulations and plans to provide efficient and effective program or service delivery outcomes;
- management and/or quality control of outcomes, processes, systems, resources, assets and infrastructure;
- providing advice on the application of policy to systems and processes in meeting specified program objectives; 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:

- 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)

- Highly developed and detailed understanding of the strategic opportunities and challenges facing Tasmania's agricultural sectors and associated value chains, with the demonstrated ability to apply this to support agricultural and/or regional development objectives.

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- Highly developed and detailed understanding of, and practical experience in, policy review, development and implementation, including an understanding of the economic, social and political environment in which the Department operates.
- High level communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills and the ability to effectively represent the Agency. High level written communication skills.
- Highly developed conceptual, reasoning and problem-solving skills to research, investigate, analyse, evaluate and integrate relevant options to provide advice, recommendations and solutions into area of activity.
- High level organisational skills which enable the coordination, facilitation and conduct of a variety of activities, and the planning and completion of work activities within tight time frames and the ability to work effectively as a member of a team.

Desirable Qualifications and Requirements

- A Degree in a relevant discipline, as provided by either a university, a vocational education organisation or a registered and accredited training provider.
- Relevant industry experience.
- 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 provides more information.

The Division of AgriGrowth Tasmania (AGT) is a specialist group within DPIPWE. AGT supports the Government's commitment to grow the value of the agricultural sector in Tasmania to \$10 billion by 2050. The Division oversees the delivery of Tasmania's Sustainable Agri-Food Plan and related policies and provides leadership and expertise to foster a competitive and sustainable agriculture and food sector. AGT also supports the sustainable development and management of the State's water resources. The division operates from offices in Hobart, Launceston and Devonport and comprises Agricultural Development and Policy, Regulated Crops, Game Services, Water Policy and Planning, Water Management and Assessment and Water Operations.

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.

DPIPWE 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 DPIPWE.

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.

Special Employment Conditions

Some intrastate travel may be required.



Approved by:

Date: 6 October 2020