

Consumer, Building and Occupational Services

Manager, Occupational Licensing – Statement of Duties

Objective

The position effectively leads and manages the Occupational Licensing Unit. The position is responsible for promoting and regulating the safe performance of electrical, gas and plumbing licensing, within the Tasmanian industry, and community through the provision of effective administration of legislation, information, advice, audit, inspection, licensing and compliance enforcement activity.

Duties

- Manage the strategic development of the Occupational Licensing Unit to meet the changing needs of licensing within electrical, gas and plumbing work to ensure the effective administration of the legislation.
- Develop, implement and maintain an effective and efficient quality assurance regime that is targeted to ensure the integrity of electrical, gas and plumbing work.
- Manage the Unit's information, human, physical and financial resources to achieve departmental and divisional strategic outcomes and objectives.
- Liaise with the State Training Authority, Registered Training Authorities, the Tasmanian Skills Institutes (TAFE), industry training bodies and national authorities to ensure that practitioners and contractors receive the appropriate level of training and that service providers are fit for purpose.
- Develop, in consultation with the various and relevant national bodies and other regulators, the licensing standards, policies and operating procedures associated with the safe performance of electrical, gas and plumbing work, both in Tasmania and Australia.
- Provide advice and reports to the Director of Regulatory Services on the administration and management of the Unit.
- Provide advisory support and regular reports on all activities to the statutory Committees.
- Ensure effective communication and interaction with Electricity Standards and Safety and Gas Standards and Safety is maintained.

Level of responsibility

- Responsible for the accurate completion of the day-to-day operational activities within agreed timeframes, requiring a high level of competence, initiative, discretion and reliability in the performance of duties.
- Provide adequate instruction, information, supervision and training for your team members, depending on the nature of their work.

- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values-based workplace culture, leading your team in a values-based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- The occupant of this position is required to operate with extensive independence of action and autonomy and with a high degree of initiative and discretion.

Selection criteria

1. Dot High level of analytical, conceptual, creative and strategic skills with the proven ability to solve complex problems in relation to the regulatory regimes of the Unit, ensuring solutions are in line with the strategic direction of the Agency and Government.
2. High level understanding of contemporary management practices with the proven ability to effectively manage information, human, financial and physical resources, monitoring effectiveness and efficiency.
3. Highly developed interpersonal and oral communication skills, including the proven ability to effectively liaise, consult, negotiate and influence others to build and maintain strong relationships.
4. Proven leadership skills and the capability to understand the political, social, cultural and organisational environment affecting Government and the Agency.
5. Highly developed organisational skills including the proven ability to effectively meet priorities and deadlines, make independent decisions, deal with pressure, ambiguity and change.
6. High level relevant legislative knowledge and experience with the proven ability to develop, implement and maintain a risk management approach to ensure the strict adherence to established processes and systems for the licensing, accreditation and regulatory requirements of the Unit.
7. Be able to understand and apply the requirements of relevant WHS legislation in your areas of responsibility.

Essential requirements

- Nil

Desirable requirements

- Current drivers' licence

Position Summary

Title	Manager – Occupational Licensing
Number	356221
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Division	Technical Regulations Unit
Full Time Equivalent	1.0
Output Group	Consumer, Building and Occupational Services
Branch	Occupational Licensing
Supervisor	Director – Regulatory Services
Direct Reports	5
Location	Rosny
Position category and funding	T506