Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Regional Biosecurity Officer |
| Position number | 709563 |
| Division/Business Unit/Branch | Parks and Wildlife Service / Landscape Programs |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 4 |
| Position Status | Permanent |
| Full Time Equivalent (FTE) | 1.0 FTE (minimum 0.80 FTE, by negotiation) |
| Ordinary hours per week | 36.75 hours (minimum 29.40 hours, by negotiation) |
| Location | Hobart |
| Reports to | PWS Biosecurity Coordinator |

**Position Purpose**

The purpose of the role is to assist the PWS Biosecurity Coordinator to implement the Tasmanian Wilderness World Heritage Area (TWWHA) Biosecurity Strategy in areas managed by the Parks and Wildlife Service (PWS) particularly in, and adjacent to, the TWWHA to minimise biosecurity risks.

**Major Duties**

* Coordinate and undertake biosecurity related activities and programs, particularly those that increase regional staff capacity to manage biosecurity risks in reserved areas.
* Assist in the development and implementation of biosecurity systems and processes to enable PWS staff to identify, assess and where necessary control weeds, pests, and disease.
* Develop treatment plans to control WPD programs.
* Provide advice to PWS employees regarding the control of weeds, pests or disease.
* Prepare a range of written material, including discussion papers, guidelines, reports, and advisory documents.
* Liaise and consult with other Tasmanian State agencies, and community organisations on issues related to the implementation of the TWWHA Biosecurity Strategy and other PWS biosecurity activities
* Perform any other assigned duties at the classification level that are within the employee’s competence and training.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* ensuring guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives;
* providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
* ensuring advice, recommendations and decisions support specified service delivery and program outcomes; where supervision in involved, 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:

* general direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area; and
* the occupant is expected to exercise judgement and initiative to proactively implement with a high degree of autonomy, all elements of the role.

**Knowledge, Skills and Experience (Selection Criteria)**

1. Well-developed knowledge and experience in the control of weeds, pests or disease in natural environments.
2. The ability to supervise and coordinate staff and to work independently and to contribute as a member of a team.
3. Highly regarded or highly developed communication and interpersonal skills including liaison, negotiation and conflict resolution skills, the ability to prepare written reports that are clear, accurate and concise and in accordance with administrative procedures.
4. The ability to exercise judgement in the application of policies, rules and regulations and to apply specialised expertise to resolve complex operational issues.
5. Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.

**Position Requirements**

**Desirable Qualifications and Requirements**

* A Diploma in Environmental Management or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

**About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** 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 NRE Tas 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), fire in national parks and other reserves, 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.nre.tas.gov.au](http://www.nre.tas.gov.au) provides more information.

**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.

# NRE Tas 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 NRE Tas.

# 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).