

Environment Protection Authority

Statement of Duties



Position title	Manager, Scientific and Technical
Position number	706184
Division/Business Unit/Branch	Scientific & Technical
Award/Agreement:	Tasmanian State Service Award
Classification	Band 8
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
Report to	Deputy Director, Environment Protection Authority

Position Purpose

The purpose of the role is to ensure the provision of scientific expertise and advice to support regulatory and policy frameworks concerning a wide range of environmental and quality issues relating to air, water, noise, remediation and monitoring the quality of the environment.

Major Duties

- Manage the human, physical, financial and information resources of the Branch to ensure that the highest priority regulatory, policy development, monitoring and remediation programs, and the provision of specialist scientific and technical advice, are delivered on time, within budget and in accordance with Government policy.
- Evaluate performance against agreed criteria and provide leadership, direction and mentoring to Branch staff as appropriate.
- Provide strategic policy advice to the Director, EPA, and EPA Board on scientific and technical issues that will have a significant impact on both corporate objectives and Government policy.
- Implement and manage remediation programs resulting from past environmental damage.
- Represent the EPA and the Government on high level Committees at a State and National level.
- Undertake emergency management activities including training and, commensurate with that training and relevant experience, participate in responses to incidents, particularly for matters for which the EPA is the lead agency or otherwise responsible for contributing relevant staff resources.
- Contribute significantly to the overall policy development, strategic planning, effective management and future direction of the EPA.

- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Responsibility, Decision-Making and Direction Received

As a Senior Manager, the occupant of the position is:

- accountable for the performance and development of staff within the Scientific and Technical Branch and is responsible for regularly reviewing the performance of supervised staff against agreed performance objectives, milestones and measures;
- responsible for the efficient and effective operation of the scientific and technical branch requiring budget management, optimal use of resources and maintaining and/or modifying strategy and policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
- required to remain abreast of contemporary developments, to identify emerging trends and to maintain a network of peers and specialists in the subject area;
- expected to demonstrate a high degree of initiative and judgement in providing timely, high-level advice to senior management and will be expected to manage allocated projects and coordinate sub-projects and to achieve objectives within agreed project timeframes;
- accountable for the management, co-ordination and delivery of environmental services from a large and diverse Branch;
- required to provide high level strategic advice on a wide range of issues which have direct impact on Government policy and EPA objectives;
- required to exercise high-level delegations and/ or statutory powers; and
- responsible for 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 EPA's WHS Management System and for promoting the principles of managing diversity.

The decision making and direction received in relation to the role are that the occupant:

- reports directly to the Deputy Director, EPA and is a member of the EPA Executive; and
- has considerable operational autonomy with operational direction according to government policy and broad corporate objectives.

Knowledge, Skills and Experience (Selection Criteria)

(in relation to the Major Duties)

- High level specialist knowledge, expertise, and extensive experience with the administrative, scientific and technical aspects of environmental management, with particular emphasis on environmental monitoring, remediation, design and implementation of complex environmental programs.
- Highly developed managerial skills and demonstrated capacity to manage human, physical, financial and information resources. A sound knowledge and understanding of contemporary project management and business planning.
- Demonstrated leadership qualities, including the ability to motivate and gain the co-operation of others in the achievement of challenging, difficult, and sometimes conflicting objectives. The

ability to foster team environment and to monitor efficiency and effectiveness leading to continuous improvement in work places.

- Excellent communication, representation, negotiation, and conflict resolution skills. Demonstrated ability to develop productive relationships with specialists and stakeholders in various fields and to share ideas to resolve problems.
- Highly developed conceptual and reasoning skills. Flexibility, creativity and innovation regarding the implementation of government and organisational strategy and policy and the integration of relevant solutions from diverse disciplines or fields.
- Demonstrated capacity to plan, organise, schedule, and deliver own outputs and those of a team and to modify approaches and adapt to new strategic direction.

Position Requirements

Essential Requirements

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances

Demonstrated to the satisfaction of the Head of Agency.

Desirable Qualifications and Requirements

- A degree in either Science or Engineering or an equivalent qualification from a recognised tertiary institution.
- A current motor vehicle driver's licence.

The EPA's Role

The EPA was established as an independent statutory authority under the *Environmental Management and Pollution Control Act 1994 (EMPCA)* as an integral part of Tasmania's Resource Management and Planning System.

The EPA consists of a Board and a Director; the Board has an independent Chair, three other independent members – one of which is a Deputy Chair, alongside the Director. In addition, a Deputy Member may sit on the Board if a Board member is unable for any reason to perform his or her duties. As an Agency, the EPA Director has been appointed as the Chief Executive Officer and it is the role of all the EPA staff to support both the Board and the CEO with their respective functions and duties.

Statutory Functions

The regulatory system for environmental management and pollution control in Tasmania is provided for in legislation; planning and management systems; state-wide policies, and in particular the EPA's principal statutory functions are to administer and enforce the provisions of the EMPCA using its best endeavours to:

- further the sustainable development and environmental management and pollution control objectives of the EMPCA
- ensure that activities do not cause unacceptable pollution
- advise the Minister on any matter that may significantly affect the achievement of the objectives of the EMPCA, and
- ensure that environmental regulatory issues are considered in policy and program implementation.

The EPA's website at www.epa.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.

The EPA 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 the EPA.

The expected behaviours and performance of EPA 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.