Department of Natural Resources and Environment Tasmania

**Statement of Duties**

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| **Position title** | Team Leader, Environmental Assessment Systems |
| Position number | 709832 |
| Division/Business Unit/Branch | Parks and Wildlife Service / Landscapes Programs / Policy Planning and Legislation |
| Award/Agreement | Tasmanian State Service Award |
| Classification | General Stream, Band 7 |
| Position Status | Fixed Term |
| 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 or Prospect |
| Reports to | Manager (Policy, Planning and Legislation) |

**Position Purpose**

The purpose of the role is to support the Parks and Wildlife Service (PWS) Environmental Risk Management System operational framework related to Reserve Activity Assessments, post approval assessments, onsite inspection and auditing, reporting, and provision of expert advice to practitioners.

**Major Duties**

* Lead a program to develop, implement, maintain and review systems, procedures and processes to ensure effective operation of assessment processes, including change management to streamline processes and appropriate monitoring and reporting mechanisms.
* Manage the process of statutory Reserve Activity Assessments for applicable proposals on reserved land, in accordance with the provisions outlined in legislation and regulations.
* Provide expert advice on all aspects of the environmental risk management including environmental impact assessment under Commonwealth and state legislation, and local development provisions.
* Liaise, negotiate and influence with internal and external stakeholders at senior level, including proponents, specialists, and managers in relation to use and development on reserved land managed by the PWS, and the management of their impacts.
* Develop suitable guidance materials to assist staff and providing training and support to staff, including induction of new staff.
* Review and further develop relevant aspects of the PWS Environmental Risks Management System in accordance with best practice methodologies and relevant standards.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* efficient and effective program or service delivery including budget management, optimising use of resources and maintaining and/or modifying policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
* managing the performance and development of staff;
* the development of strategy, policy or program implementation especially with regard to new developments; with responsibility shared with relevant specialists and executive management for; 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, and for promoting the principles of managing diversity.

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

* the occupant operates with considerable autonomy and is required to provide leadership regarding the design, development and operation of function and/or program activities;
* guidance and instruction may on occasion be received on the implementation of highly technically complex modification that provide solutions consistent with policy, regulatory and/or technological requirements and developments; and
* the occupant defines core program and service delivery issues to develop options and recommendations for operational change and/or new research projects.

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

1. High level specialised expertise and extensive experience in environmental impact assessment legislation and processes in relation to proposals on reserved land including world heritage areas and national heritage places.
2. Significant expertise and a deep understanding of the legislative settings and the operational framework related to contemporary environmental risk management practices and impact assessment processes.
3. Significant experience and demonstrated ability to manage human, physical and financial resources in a complex operating environment.
4. The ability to communicate and provide authoritative advice on complex matters to non-specialists, high level liaison, presentation and conflict resolution skills and the capacity to represent the Department.
5. Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from related disciplines or fields in the area of activity. Flexibility, creativity and innovation associated with research, investigative, analytical and appraisal skills.
6. Demonstrated capacity to plan, organise, schedule and deliver own outputs and those of a team within set timeframes to achieve results, particularly in a changing environment; project management experience with a knowledge and understanding of contemporary project management practices.

**Position Requirements**

Desirable Qualifications and Requirements

* A degree in Science, Environmental Studies, Planning or related field, or an equivalent qualification from a recognised tertiary institution.
* Detailed understanding of environmental impact assessment and relevant legislation in the Tasmanian and Commonwealth context.
* A current motor vehicle driver’s licence.

**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).