

## Aboriginal Burning Project Officer

### Statement of Duties

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<b>Position number:</b>	708394
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 5
<b>Division/branch/section:</b>	Parks and Wildlife Service, Landscape Programs, Fire Management
<b>Full Time Equivalent (FTE):</b>	1.0 FTE (minimum 0.8 FTE, by negotiation)
<b>Location:</b>	Hobart
<b>Employment status:</b>	Fixed-Term
<b>Ordinary hours per week:</b>	36.75 hours (minimum 29.40 hours, by negotiation)
<b>Supervisor:</b>	Senior Policy Officer, Aboriginal Heritage Tasmania

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#### Position Objective

Develop and implement the Tasmanian Government's Aboriginal burning program on reserved land particularly in, and adjacent to, the Tasmanian Wilderness World Heritage Area. Develop and implement an Aboriginal burning grants program.

#### Major Duties

- Consult and work with Aboriginal people and communities to develop and implement an Aboriginal burning grants program.
- In conjunction with senior Parks and Wildlife Service (PWS) staff, liaise and consult with other Tasmanian State agencies, and community organisations on issues related to the development and implementation of an Aboriginal burning program.
- Contribute to the development and implementation of policies and initiatives that progress the Aboriginal burning program.
- Provide sound advice and contribute to the development and implementation of policies and initiatives that progress the strategic direction and objectives of Aboriginal burning on reserved land.
- Assist with research, project, policy and program management tasks as required.
- Prepare a range of written material, including discussion papers, guidelines, reports and advisory documents.
- Represent the PWS when meeting with interest groups and stakeholders, other agencies and community groups.

## **Responsibility, Decision-Making and Direction Received**

The occupant of the position is responsible for:

- ensuring expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework;
- providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise; 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:

- work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying "highly developed expertise" to complex and challenging program activities; and
- the occupant exercises considerable independence in interpreting and evaluating the requirements and effectiveness of the operational program and service delivery according to the decision-making framework and in providing solutions to meet service delivery requirements.

## **Knowledge, Skills and Experience (Selection Criteria) (in relation to the Major Duties)**

- Comprehensive understanding of the Tasmanian Aboriginal community, its culture and aspirations and the ability to communicate effectively and appropriately with Aboriginal people and Aboriginal communities.
- Proven interpersonal skills and experience in establishing and maintaining effective relationships with stakeholders at all levels.
- Knowledge and experience in project management and the demonstrated ability to exercise sound judgement and provide effective solutions.
- Interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice, reports and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges. The ability to liaise effectively with specialists, senior staff and stakeholders and negotiate outcomes that meet specified requirements.
- Proven ability to make informed decisions, recommendations and/or implement alternative methods of approach to provide operational solutions for program and service delivery requirements.
- Well developed organisational skills with a proven capacity to work autonomously, determine priorities and deal with competing demands within limited time frames. Proven ability to exercise initiative, flexibility and creativity to meet complex operational challenges.

### **Essential requirements:**

- **Aboriginality.** The Head of the State Service has determined that this is an Aboriginal identified position and that the person nominated for this position is to meet the Tasmanian Government's eligibility requirements in accordance with Employment Direction No. 10 - Aboriginal and Torres Strait Islander Employment in the State Service before taking up the appointment, promotion or transfer.

### **Desirable Qualifications and Requirements**

- 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](http://www.dpipwe.tas.gov.au) provides more information.

The **Parks and Wildlife Service Division** is responsible for managing Tasmania's parks and reserves and for protecting the State's unique natural heritage while at the same time providing for the sustainable use and economic opportunities for the Tasmanian community.

### **Landscape Programs Branch**

The role of the **Landscape Programs Branch** is to implement policy and strategy to manage Tasmania's parks and reserves system, through the provision of high level strategic and policy advice to ensure the natural and cultural values of the parks and reserves system are strategically managed and enhanced in line with government policy and legislative requirements.

The **Landscape Programs Branch** includes the following sections:

- **Fire Management Section**

Responsible for the oversight of strategic planning, risk reduction and evaluation activities related to fire management, within the parks and reserve estate across Tasmania. Coordinates the Divisional response to emergency situations such as bushfire within parks and reserves and prepares the resourcing of interoperability arrangements across Government.

### **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](http://www.dpac.tas.gov.au/divisions/ssmo).

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**Approved by:**



**Date 26 August 2020**