

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Manager, Animal Health Laboratory
Position number	707412
Division/Business Unit/Branch	Primary Industries and Water/ Biosecurity Tasmania/ Animal Health Laboratory
Award/Agreement:	Tasmanian State Service Award
Classification	Professional 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	Launceston
Reports to	General Manager (Biosecurity Tasmania)

Position Purpose

The Laboratory manager will lead and manage the Animal Health Laboratory (AHL) in consultation with the Principal Veterinary Pathologist and provide high level strategic advice to ensure the effective and efficient provision of laboratory services. The Laboratory manager will be accountable for the delivery of outputs including NATA accredited laboratory services, and deployment of resources within the laboratory.

Major Duties

- Manage the human, financial, physical and information resources of (AHL) efficiently, effectively and within budget constraints, to meet the key departmental, and divisional strategic objectives.
- Provide leadership and direction to AHL, fostering a collaborative and consultative team environment and be aware of end user expectations and requirements (e.g. CVO, major primary industries) ensuring laboratory reports and services are relevant, timely and trustworthy
- Ensure the provision of appropriate laboratory services, including maintenance of NATA accreditation of laboratory services and provide high-level technical advice to the Chief Veterinary Officer and other key internal and external clients.
- Provide high-level strategic advice on matters relating to the operation of AHL to the General Manager and Senior Managers
- Manage strategic relationships and maintain effective communication networks within to the Department, Industry and Government at State and Commonwealth levels as required.

- Formulate review and evaluate processes to ensure analytical and diagnostic services are delivered effectively and efficiently and are appropriately directed. Ensure appropriate quality assurance standards are established and maintained.
- Develop and maintain a Quality Assurance/Quality Control programs for the Laboratories to a standard acceptable to the National Association of Testing Authorities (NATA).
- Perform any other assigned duties at the classification level that are within the employee's competence and training.

Responsibility, Decision Making and Direction

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

- accountable for the performance and development of staff within the Animal Health Laboratory 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 function or program 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;
- 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; 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 in relation to the role are that:

- reports directly to the General Manager (Strategic Business Unit) and is a member of the Strategic Business Unit's Leadership Group, and
- has considerable operational autonomy with operational direction according to government policy and broad corporate objectives.

Knowledge, Skills and Experience (Selection Criteria)

1. 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.
2. High level knowledge, expertise and extensive experience in diagnostic testing including well developed analytical skills applicable to one or more of the services performed with a laboratory setting.
3. 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 workplaces.

4. 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.
5. 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.
6. Demonstrated capacity to plan, organise, schedule and deliver own outputs and those of a team within set time frames to achieve results in a dynamic challenging environment, and to modify approaches and adapt to new strategic direction.

Position Requirements

Essential Requirements

- A degree in science or other relevant tertiary qualifications applicable to veterinary diagnostics.
- 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 current motor vehicle driver's license.

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 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.