

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Wildlife Officer
Position number	Generic
Division/Business Unit/Branch	Environment, Heritage & Land / Environment / Threatened Species and Conservation Programs
Award/Agreement:	Tasmanian State Service Award
Classification	General Stream, Band 2
Position Status	Permanent
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.80 FTE, by negotiation)
Ordinary hours per week:	36.75 hours (min 29.40 hours, by negotiation)
Location	North
Reports to	Senior Wildlife Officer

Position Purpose

The purpose of the role is to provide an efficient and effective animal care and husbandry support service to the Department's wildlife conservation programs.

Major Duties

- Provide high level animal care and husbandry for conservation wildlife species maintained within Departmental facilities and undertake activities to ensure the safe movement of animals in accordance with established policies and processes.
- Assist in the delivery of wildlife management programs to ensure that recovery actions for conservation species are undertaken in line with expected outcomes.
- Provide support to the coordinators of the conservation breeding programs including the provision of administrative services in accordance with Standard Operating Procedures.
- Undertake field monitoring of wild animal populations to support relevant wildlife management programs and to ensure data is stored in line with the Department's knowledge management processes.
- 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:

- the satisfactory completion of tasks that are significant for the operational effectiveness of the work unit;

- ensuring work methods and processes meet required standards with some independence to modify or adapt existing approaches for more effective service delivery for client and stakeholder;
- providing routine advice, support and assistance to a work team; 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 in relation to the role are that:

- initially detailed instructions are provided on established techniques, methods, priorities and timeframes. Consistent with increasing experience detailed instructions are limited to unusual requirements which do not have clear guidelines or precedents. Independent decision-making and initiative regarding the planning and completion of tasks and achievement of outcomes is expected to increase with experience; and
- some interpretation, modification or adjustment of accepted practices, methods or standards may be required to achieve specified outcomes.
- The occupant will be expected to operate effectively with minimal or no supervision.

Knowledge, Skills and Experience (Selection Criteria)

1. Knowledge and experience in the care of Australian native animals in captivity and in undertaking wildlife field-based surveys.
2. Good administrative skills including an ability to organise and manage data and records using a range of computer software packages or an ability to quickly acquire that knowledge.
3. Good communication and interpersonal skills in gaining the cooperation of others and the ability to deal effectively with challenging behaviour. The ability to explain operational procedures and provide information and liaise with clients, stakeholders and members of the public.
4. The ability to make independent decisions and use initiative regarding and in the achievement of outcomes.
5. Well-developed organisational skills, including the ability to set priorities and manage variable workloads for the planning and completion of tasks.

Position Requirements

Desirable Qualifications and Requirements

- Relevant qualifications in Zoo Keeping/Captive Animals.
- Relevant qualifications in veterinary nursing.
- Work Place Level 2 First Aid certificate.
- A current motor vehicle driver's licence (manual)

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, 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.

Special Employment Conditions

- Undertake physical activities including lifting, squatting, bending, working in adverse weather, uneven surfaces, and operation of machinery while providing animal care and facility maintenance.