

**Department of Primary Industries, Parks, Water and Environment**



**Statement of Duties**

<b>TITLE:</b>	Crown Land Officer
<b>NUMBER:</b>	706834
<b>DIVISION:</b>	Parks and Wildlife Service
<b>BRANCH:</b>	Crown Land Services
<b>LOCATION:</b>	Hobart
<b>AWARD AND CLASSIFICATION:</b>	Tasmanian State Service Award, General Stream, Band 4
<b>EMPLOYMENT STATUS:</b>	Fixed-Term Full Time (36.75 hours per week)
<b>REPORTS TO:</b>	Team Leader

**POSITION OBJECTIVE:**

Facilitate the use and development of Crown land by the public and private sector through investigating and evaluating applications for use of Crown land and through addressing issues or concerns arising related to the management of Crown land and property.

**MAJOR DUTIES:**

- Undertake research, analysis, investigation and evaluation across a broad range of Crown land management issues and follow through to act on decisions (as directed), in accordance with relevant legislative provisions and Government and Departmental policy.
- Investigate, assess and make recommendations about Crown land applications and submissions, which may involve inspections in the field.
- Liaise with local and other government Agencies and private sector stakeholders and assist in negotiating or resolving conflicting stakeholder issues.
- Provide accurate advice and information on a diverse range of Crown land issues to senior managers.
- Prepare correspondence including, but not limited to, Ministerial briefing papers, inspection reports, contracts, leases and agreements.
- Provide training, guidance and advice to less experienced staff in the Branch, particularly those engaged on related projects/issues.
- Participate in the creation and maintenance of a positive, fair and safe working environment.

**Classification Band Advanced Assessment Point**

- The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to

be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

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### **RESPONSIBILITY, DECISION MAKING AND DIRECTION RECEIVED:**

The occupant is responsible for:

- Ensuring that all work carried out is thorough, well researched, accurate and timely.
- Providing accurate advice to clients promptly and in an appropriate manner and assisting clients to resolve issues in situations of differing interest.
- Displaying flexibility, creativity and initiative in carrying out tasks.
- Providing effective training, guidance and advice to less experienced staff.
- Representing the Department in an appropriate manner at all times.
- Ensuring guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives.
- Providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness.
- Ensuring a safe working environment by complying with relevant Occupational Health and Safety legislation and the requirements of the Department's Occupational Health and Safety Management System, policy, procedures and guidelines.

The Crown Land Officer reports directly to the Team Leader.

- Guidance is also provided by other senior staff in Crown Land Services and through a range of legislation, policies and guidelines.
- General direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area.
- The occupant will be expected to exercise judgement and initiative in setting priorities in relation to the political, social and economic context of the issue or application and in selecting the most appropriate methods in addressing the issue or application within the established framework for decision-making.

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### **KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA): (in relation to the Major Duties)**

- Well developed knowledge and expertise or the capacity to acquire a well developed knowledge and expertise of investigating and assessing applications and/or submissions relating to property management and the ability to understand and exercise judgement in the application of legislation, policies and rules to resolve complex issues.
- Ability to instruct, guide and mentor less experienced staff and to make decisions on operational performance and the ability to work independently and to contribute as a member of a team
- High level written communication skills enabling preparation of a wide range of documentation that is clear, accurate, concise and understandable to non-specialists.
- High level verbal communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills which enable the occupant to deal

effectively on land management issues with senior Agency staff, local Government, other Agencies and the public.

- The ability to exercise judgement in the application of policies, rules and regulations and to apply specialised expertise to resolve complex operational issues OR compiling, analysing and evaluating complex and unrelated information to maintain and modify operational performance and service delivery
- Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.

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#### **DESIRABLE QUALIFICATIONS AND REQUIREMENTS:**

- A current motor vehicle driver licence.
- Appropriate tertiary qualifications.

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#### **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 role of Information & Land Services Division is to provide Government land services that deliver fundamental land information and maintain the security of land tenure. The Division is headed by a General Manager who oversees the operation and management of the Office of the Valuer General, Land Titles Office, Geodata Services, Geospatial Infrastructure, Crown Land Services, Service Tasmania and the Directorate.

The Crown Land Services Branch represents the Crown as an owner of real property (land and buildings) and as such undertakes a significant number of transactions across the full ambit of property management. Some of these activities include:

- facilitating public and private sector use and development of Crown property, mostly through a lease or licence arrangement (about 6000 currently exist),
- managing public reserves and providing public access through Crown property,
- selling, transferring or exchanging Crown property or managing tenancy arrangements;
- maintaining Crown property and procuring services across Tasmania; and
- undertaking a range of discrete property management projects.

The Branch provides authoritative and specialist advice direct to Government, community groups, recreational organisations, the private sector and the public about Crown land

matters. State and local governments and the private sector make investment decisions based on that advice.

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**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.

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.ossctas.gov.au](http://www.ossctas.gov.au)

**Location**

Hobart based. Some intrastate travel may be required.

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**Approved:**

**Date:** 17 May 2012

**Secretary/Delegate**

**Department of Primary Industries, Parks, Water and Environment**