

Role Description

(Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Manager, Native Vegetation

Division: Biodiversity and Nature Economy

Classification Level: SM1

Branch/Unit: Native Vegetation and Pastoral Management

CHRIS Position Number: M20331

Reports to (Title): Director, Native Vegetation and Pastoral Management

About the Agency – [Department for Environment and Water](#)

About the Role

The Manager, Native Vegetation leads and manages a team of technical officers and administrative staff that are responsible for supporting the Native Vegetation Council and implementing the *Native Vegetation Act (SA) 1991* (the Act). The role includes the management of the Native Vegetation Unit advice to the Department and Minister relating to the Act, development and implementation projects for strategic, legislative and business reform and engagement with landowners and relevant environmental and industry sectors.

Key Role Outcomes

- Leadership is provided to the team to ensure project goals are met, drive an innovation culture, and achieve organisational excellence.
- Strategy, legislative compliance and business processes are structured to align with the strategic directions of the Government and Native Vegetation Council.
- The Native Vegetation Council is supported to meet governance requirements and functions under the *Native Vegetation Act (SA) 1991*.
- Effective relationships and partnerships are fostered with the Native Vegetation Council, across DEW and other agencies, Landscape SA Boards and other statutory bodies, community partners and stakeholder groups.
- Statutory responsibilities under the Act and regulations are met.
- Agreed Departmental commitments and responsibilities relating to native vegetation program delivery are implemented.
- Lead, develop and foster a positive work culture which is based on SA Public Sector Code of Ethics values and promote customer service, learning and development, safety, and welfare of employees, acknowledge differences and encourage creativity and innovation, which is highly responsive to the needs of the business, our partners and external clients.
- Ensure the effective management of human, financial and physical assets with the unit/team through appropriate planning and allocation of resources to achieve agreed business and strategic plans.
- Provide timely and constructive feedback to subordinate staff to contribute to their effective performance and motivation and plan for their continued professional and technical development.

Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- In depth knowledge of the conservation, protection and enhancement of native vegetation, critical habitat, ecosystems and biological diversity of South Australia and how they contribute to the biological assets of the State.
- Demonstrated experience in interpreting and applying complex information to the delivery of legislative and regulatory requirements.
- Proven ability to manage human, financial, and physical assets through appropriate planning and allocation of resources to achieve agreed business and strategic plans.
- Strong interpersonal skills, with the ability to build effective working relationships with internal and external stakeholders.
- Demonstrated experience in identifying and implementing operational reforms and business improvements.

Desirable Criteria

- An appropriate degree in environment, biological science, natural resource management or urban planning or other relevant field is desirable.

Direct Reports

- Coordinator, Heritage Assessment Program (ASO7 x 1.0 FTE)
- Team Leader, Assessments and Compliance (ASO7 x 1.0 FTE)
- Program Coordinator, Governance and Policy (ASO6 x 2.0 FTE)
- Senior Business Officer (ASO4 x 1.0 FTE)

Key Relationships/Interactions

- Liaises with the Presiding Member and Members of the Native Vegetation Council.
- Works collaboratively across the Native Vegetation Unit, the Planning and Heritage Branch, the Division and Department.
- Liaises with a variety of external organisations including the Landscape Boards, Statutory Bodies, local government, the Crown Solicitors Office, other associated government agencies (DEM, DPTI, DHUD, SA Water, CFS) and peak bodies for conservation and primary production.

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.
- A current class “C” driver’s licence and willingness to drive is essential.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Motivating Others • Leading and Influencing Change 	<ul style="list-style-type: none"> • Consistently influences others to achieve objectives, especially in times of change and difficult situations • Identifies and drives strategic change initiatives • Recognises the likely implications of change upon various stakeholders and is adept at working through these in a consultative way
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes • Assuming Accountability 	<ul style="list-style-type: none"> • Demonstrates a purpose and persistence in driving for outcomes in programs and projects • Fully accepts and wisely exercises the accountabilities and delegations of their role
Drives Business Excellence	<ul style="list-style-type: none"> • Optimising Performance <p>Facilitating Quality and Continuous Improvement</p>	<ul style="list-style-type: none"> • Ensures ongoing performance management to provide clarity of role, staff responsibilities and expected standards • Proactive in building the capability of people by actively supporting learning opportunities and providing regular feedback on performance • Proactive in identifying opportunities for and introducing future improvements.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Establishing and Maintaining Networks • Using Political Savvy 	<ul style="list-style-type: none"> • Thinks long-term about fostering key relationships and partnerships to optimise outcomes for the Agency • Is confident, adept and flexible in dealing with a range of diverse internal and external stakeholders • Is proactive in recognising areas of political sensitivity and risk and taking action towards a mutually beneficial outcome • Pays attention to working collaboratively with a diverse range of internal and external stakeholders for the benefit of the agency
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Displaying Flexibility and Resilience 	<ul style="list-style-type: none"> • Adapts quickly and responds positively to the unexpected

Work Health and Safety

Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.

- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- As an individual it is your responsibility to actively participate in the Department’s Performance Review and Development Program. As a manager you are required to action the Performance Review and Development Program inclusive of 6 monthly reviews, for all employees for whom you are responsible.
- Recruit appropriately qualified and experienced staff to the unit/team.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	[insert date]	Original Class method:	Full assessment
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