



Role description

Position title: Graduate Natural Resource Management Officer
 Type of vacancy: Permanent Full-time
 Division/Business Group: Planning & Assessment, Property Planning & Assessment
 Classification: PO2
 Salary range: \$1,996.00 - \$2,554.70 per f/n

Job Ad Ref (JAR): ERM/NRMO/SE2012
 Closing date: 29 September 2011
 Location: Ipswich, Gympie, Bundaberg (negotiable)
 Contact officer: Ken Murray, (07) 5451 2289
 Total remuneration: \$52,074 - \$66,650 p.a

Working for DERM

When you work for the Department of Environment and Resource Management (DERM), you will contribute to conserving and managing the state's natural environment for the benefit of all Queenslanders. Our tasks include promoting sustainable living and resource use, encouraging land managers and the rural industry to take an integrated approach to managing soil, water and vegetation, and strengthening Queensland's response to climate change.

Our key areas of responsibility are:

- Water – securing the quality and supply of water
- Climate change – preparing for the impacts of climate change
- Land – managing land and vegetation (including land titling and administration of native title)
- Environmental services – building resilience in natural landscapes and conserving our natural and cultural heritage.

DERM has a culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments. As a DERM employee, you will be actively encouraged and supported as an individual and will have access to a range of flexible work practices, learning and development opportunities, and study assistance.

For further information about our department visit our website <http://www.derm.qld.gov.au/about/index.html> .

About this role

A DERM graduate position offers you the chance to apply your knowledge and skills whilst continuing your learning through a comprehensive learning and development program in your graduate year. You will have the opportunity to work with experts and professionals in your field, work with leading-edge science and technology and access a range of resources.

The Graduate Natural Resource Management Officer position is located in the Planning and Assessment unit of South East Region. In this role you will assist in the assessment of development applications and make recommendations concerning the approval, refusal and conditioning of permits to clear vegetation in Queensland – specifically within the South East Region. You will also assess, make recommendations, provide advice and assessment services to internal and external clients in relation to the department's 'state interests' of land, water, native vegetation, biodiversity, native title and Aboriginal culture.

Duties of the role

To achieve the outcomes required by this role, you must be able to:

- Participate in assessment activities that assist in the responsible management of the department's 'state interests' and associated legislative responsibilities.
- Advise, liaise, consult and negotiate with internal and external clients including all levels of government on natural resource management issues including policy implementation and assessment services.
- Prepare written correspondence, briefing notes, reports and information documents relating to assessment matters.
- Assist with planning and undertaking compliance activities which include conducting inspections, developing reports and implementing legislative enforcement tools.
- Maintain databases in relation to client enquiries and progress of assessment and compliance workflows.

Skills, Knowledge and Experience Sought

Within the context of the duties described above, the ideal applicant will be someone who:

- has, or is able to acquire, knowledge and understanding of the principles of contemporary environmental management (including industrial processes, pollution management including impacts on land water and air, and coastal management) and planning issues, legislative requirements and processes associated with environmental regulation and statutory planning in Queensland or similar jurisdiction
- ability to research, review information, analyse data and contribute to the development of policy solutions and strategies.
- ability to develop good working relationships and networks with stakeholders and contribute as an effective team member through collaboration and maintaining mutually beneficial relationships
- written and oral communication skills with an ability to prepare reports, papers and correspondence which is appropriately targeted to a range of audiences
- ability to effectively prioritise and manage workloads to meet deadlines and demonstrated flexibility in responding to changing priorities

The Graduate Program

The DERM Graduate Program is an 11 month development program designed to provide training and development in a range of areas including;

- Induction to DERM
- Indigenous and cultural awareness
- Project planning and management
- Stakeholder engagement
- Personal effectiveness
- Career planning.

The program provides access to a wide variety of networks including fellow graduates and staff within the Department. Your work experience combined with the formal training and development you receive will ensure a smooth transition into DERM and equip you with the knowledge, skills and abilities to kick start your career.

The development program commences in February 2012. Successful graduates are therefore required to commence full-time employment with the Department no later than December 2011.

Mandatory requirements

Qualifications

To be considered for appointment you must have a degree or higher qualification in a relevant discipline such as Science, Environmental Science, Natural Resources or agreed equivalent as determined by the Director-General. For clarification or additional information on equivalency of degree qualifications, please seek advice from the contact officer before applying. And have completed this degree **since January 2010** to be eligible.

If your qualification is from an overseas institution, you will need to attach a certified copy of the official recognition to your application (email skillsrecognition@deta.qld.gov.au for more information about obtaining official recognition of your overseas qualification).

Licences

You must have a motor vehicle licence valid for use in Queensland and be prepared to obtain a manual licence if required.

Citizenship/visa

See 'eligibility' criteria on the DERM graduate homepage.

Additional factors

Your application will remain current for up to 12 months and you may be contacted regarding other vacancies.

This position will be reporting directly to the relevant Team Leader.

How you will be assessed

We need three (3) pieces of information from you to make an initial assessment:

1. Your current resume
2. A copy of your most recent university academic transcript
3. A two page response to the below questions

Q1 Describe a situation/task where you have worked in a team. What were some of the challenges and how did you overcome these to achieve a positive outcome?

Q2 What do you think are the essential skills for effective communication?

Q3 Describe an occasion where you have used your research and analytical skills to contribute to a project.

Use examples from your study, work experiences or life experiences to date. Your answers should be clear and concise and give specific and accurate information on your skills and abilities. Limit each response to 300 words. Please place the job add reference (JAR) at the top of the page to ensure your application is in the correct pool.

The selection panel will assess your ability to perform the work required of the position based on your statement, transcript and resume.

Referees may be contacted to verify the information you provide and to comment on how well you demonstrate the personal attributes being sought.

For further information on what information to provide in your statement and resume, download the "Applicant guide" from http://www.derm.qld.gov.au/about/employment/pdf/applicant_guide.pdf

How to apply

Online—please follow the steps below:

1. Complete the online application form on the graduate portal: www.graduates.qld.gov.au
2. Upload your application (a maximum of three (3) files) using the online system. Please ensure you click the "Submit" button when completed.