

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Project Manager - ICTS Rotating Project Group
Position Number:	Generic
Classification:	General Stream Band 8
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Health ICT – Program Delivery Office
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	South, North, North West
Reports to:	Relevant Director
Effective Date:	July 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Satisfactory completion of an appropriate course of study from a recognised tertiary institution
Position Features:	Some intra and interstate travel is required May be required to work outside of normal business hours

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Senior Project Manager - ICTS Rotating Project Group will:

- Provide leadership, direction, support, and facilitation of assigned projects.
- Provide high level specialist expertise and authoritative advice regarding strategic and policy issues impacting on various Health ICT commissioned projects.
- Collaborate with key internal and external stakeholders, as appropriate.

Duties:

1. Provide leadership, direction, support, and facilitation of assigned projects, including the implementation of strategic project initiatives and the development of policies across the Department of Health (DoH).
2. Provide high level specialist expertise and authoritative advice regarding strategic and policy issues impacting on various Health ICT commissioned projects, including identifying, defining, and developing options for complex policy and project delivery outcomes.
3. Effectively manage the delivery of assigned project and program components associated with the reform of the Health ICT systems and services in Tasmania to effect change in a structured and formalised manner.
4. Provide guidance and project management advice to staff and project teams, including implementing flexible and innovative human, physical and financial resource management practices for the effective and efficient use of allocated budgets as directed.
5. Provide authoritative advice to the Chief Information Officer (CIO) and whole-of-Government stakeholders, including the Minister, Secretary, Executives, and other Agencies, on a range of issues associated with the reform of DoH ICT systems and services.
6. Prepare and produce a range of high level correspondence, including project reports, submissions, briefings, and ministerial correspondence, at a senior level, and within required timeframes.
7. Represent the Health ICT Rotating Projects Group and the CIO, as requested, to promote Health ICT services reform within Government, and at committees, meetings, and stakeholder forums, including negotiating outcomes regarding strategies, policies, programs, and objectives for the area.
8. Establish, build, and maintain collaborative working relationships and consultative mechanisms with clients, staff, senior management and key internal and external stakeholders and service providers and vendors.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Senior Project Manager - ICTS Rotating Project Group is required to manage the operational requirements of assigned projects, including undertaking the responsibility for human resource and financial management.

The occupant will:

- Undertake duties with a significant degree of autonomy, receiving general guidance and instruction from the CIO and is expected to work independently on day-to-day activities.
- Provide leadership, support, and direction to members of the project team.
- Provide high level specialist expertise and authoritative advice, contributing to the strategic Health ICT direction.
- Represent the CIO and the DoH in negotiations relevant to the project, including inter-governmental and industrial agreements.

- Maintain the highest standards of quality, accuracy and timeliness of information and advice, including being responsive to changing and competing priorities.
- Utilise high levels of initiative, flexibility, creativity, and professional judgement in identifying issues, recommending options and solutions, and initiating appropriate action.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated specialist knowledge and extensive experience in project management, together with a proven understanding of, and ability to exercise, contemporary project management and business process practices and principles within a specific ICT context to achieve outcomes, including knowledge and experience in the running of large Government ICT related projects that have included the management of complex stakeholder groups.
2. High level experience in, and proven ability to, manage human, financial and physical resources, together with providing leadership, direction and guidance to a team, as required, and foster a productive and supportive team environment through the application of contemporary management practices, and monitor and evaluate the team's effectiveness and efficiency.

3. Proven ability to provide high level strategic, conceptual, analytical and creative skills, demonstrating initiative and judgement in identifying issues, providing recommendations and solutions, initiating appropriate action and being flexible and responsive to changing and competing priorities in a complex multi-stakeholder environment.
4. Highly developed interpersonal and oral communication skills, with the proven ability to negotiate, manage conflict, develop effective partnerships with staff, management, and key stakeholders and represent the Government and Agency to identify and explain acceptable solutions in situations of differing interests.
5. Highly developed written communication skills, together with the ability to produce accurate information that is readily understandable to a broad audience and extensive experience in preparing complex project reports, submissions, briefings, and ministerial correspondence, including the development of policies.
6. Knowledge and understanding of the political, social, cultural, and organisational environment affecting Government and the Agency, and the capability to develop ICT focused business strategies to maximise opportunities as they arise.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).