

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Policy Officer
<b>Position Number:</b>	512167, 520930
<b>Classification:</b>	General Stream Band 4
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Policy, Purchasing, Performance and Reform Government Relations and Strategic Policy
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Manager - Government Relations and Strategic Policy
<b>Effective Date:</b>	April 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Desirable Requirements:</b>	Bachelor Degree in a relevant course of study

*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 Policy Officer works under direction within the GRaSP team and will provide support and advice contributing to the development of written advice, reports, other documentation and projects.

## Duties:

1. Provide input into high level, strategic advice regarding government relations and strategic policy issues for the portfolio Ministers, Secretary, Agency and other stakeholders.
2. Monitor and report on intergovernmental agreements.

3. Undertake research and analysis to contribute to briefings, submissions, applications and business cases relating to GRaSP and Agency projects, intergovernmental agreements, and other policy issues, including identification of options and recommendations.
4. Support the Agency's role in intergovernmental forums, including analysis of issues, development of briefing material and recommendations, and provision of strategic advice to support participants.
5. Liaise with stakeholders in the Department of Health, other Agencies, other levels of Government and outside of Government.
6. 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 Policy Officer is expected to work under the direction of the GRaSP management team and other more senior staff within GRaSP to complete the duties associated with this position, and is responsible for:

- Working in accordance with Agency policies, protocols, guidelines, systems and processes.
- Where applicable, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- 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 and related training.

## 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. Experience in, or the ability to quickly acquire specific knowledge of, the health services government relations and policy environment.
2. Evidence of sound interpersonal and written and oral communication skills, including the ability to effectively communicate complex issues and experience with providing input into complex written documents.
3. Evidence of critical thinking, research and analytical skills, including the ability to gather relevant information, draw appropriate conclusions and make recommendations.
4. Evidence of effective output management and coordination skills, including the ability to liaise with stakeholders and achieve the required results to a high standard within short timeframes.
5. Evidence of the ability to work as an effective team member.

## 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 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](#).