

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Project and Policy Officer
Position Number:	525118, 525306
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing - Child Health and Parenting Services
Position Type:	Fixed-Term, Full Time
Location:	South, North, North West
Reports to:	Assistant Director of Nursing (ADON) - Clinical Service Integration
Effective Date:	July 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Current Working with Children Registration</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Relevant tertiary qualifications and/or experience</p> <p>Current Driver's Licence</p>

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:

As a member of the Child Health and Parenting Services (CHaPS) team, working in collaboration with CHaPS Executive, leadership teams and CHaPS staff, the Project and Policy Officer:

- Coordinates and leads designated CHaPS projects as required.
- Undertakes, leads and supports the development and review of high-level strategic policy analysis relevant to assigned projects.
- Provides leadership in areas of policy analysis and development, planning and evaluation.
- Plans, undertakes, coordinates and delivers a range of approved project and policy strategic initiatives across CHaPS.

Duties:

1. Support the CHaPS Nursing Director and CHaPS Executive in achieving agreed objectives and outcomes through undertaking strategic projects as required.
2. Coordinate and undertake the development and implementation of all aspects of assigned projects including policy development, eCHaPS System Change and evaluation of education and workforce policies.
3. Maintain high-level knowledge of national and international trends in Child Health, Family Violence and Early Child Development policy directions and best practice models and identify and investigate implications of these developments for Tasmanian services, developing appropriate strategies in consultation with key stakeholders.
4. Provide specialist advice and support to CHaPS Executive and staff in contemporary project planning management principles and methodologies and best practice techniques.
5. Undertake research and analysis and compile documentation including high level briefings, reports, plans, business documentation, submissions and correspondence for senior management and the Secretary.
6. Undertake successful implementation of strategic initiatives and approved service priorities in collaboration with relevant stakeholders and represent CHaPS at forums, committees, working parties and other groups as required.
7. Develop and maintain strong relationships with CHaPS staff, other Government Agencies, community organisations and other key internal and external stakeholders.
8. 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:

Under the broad direction of the ADON - Clinical Service Integration, the Project and Policy Officer is expected to operate with considerable operational autonomy and prioritise tasks to ensure service delivery objectives are met and will:

- Work effectively and efficiently to undertake, coordinate, lead and provide high quality advice and support for the delivery of project and policy initiatives across CHaPS.
- Work with CHaPS staff and key stakeholders to implement changes to systems and processes to support efficient implementation and education of policy, procedures and other initiatives.

- Develop effective planning and evaluation processes for project and policy work related to CHaPS.
- 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.
- 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.

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 high level knowledge of the Child Health and Parenting Service, how it fits within the Tasmanian health system and the political, social and organisational environment in which the service operates, or demonstrated capacity to acquire same.
2. Ability to lead policy development, implementation and evaluation, particularly in relation to system and service changes.
3. Demonstrated high level analytical skills and the ability to research, prepare, present and evaluate reports and submissions.
4. Demonstrated high level experience in, and knowledge of, contemporary project management theory and practice.
5. Proven high level consultancy, communication and negotiation skills including the ability to maintain networks and liaise with senior managers and key stakeholders.
6. Proven capacity to work as part of a geographically dispersed team in a flexible and adaptable way in order to achieve results.

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](#).