

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	CMHW - Project Officer
Position Number:	525865
Classification:	General Stream Band 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community Mental Health and Wellbeing
Position Type:	Fixed-Term, Full Time
Location:	South, North, North West
Reports to:	Executive Director Allied Health
Effective Date:	June 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Postgraduate qualification/s in project management, health system management or equivalent experience.

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:

Provide high level support and guidance to meet the objectives of the projects identified by Community Mental Health and Wellbeing.

Provide specialist advice and expertise in relation to project support required.

Duties:

1. Actively participate as a member of the project team, including working closely with stakeholders and consumers.
2. Provide specialist advice on complex activities in relation to the to the relevant project.
3. Act as a high-level resource to schedule and provide education and training to existing and new stakeholders in relation to the relevant project.

4. Develop, extract, and analyse data from consumer and stakeholder consultation including preparing high quality reports and ensuring data integrity and security of consumers and stakeholders information is maintained.
5. Establish and maintain collaborative relationships with staff, management, and other key internal and external stakeholders, ensuring the provision of high quality, effective services relating to the objectives of the project.
6. Participate in working groups and/or committees, as required, relating to the project.
7. Assist in the development and implementation of appropriate policies, practices, and systems to achieve the goals of the project as required.
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:

The Project Officer – works as a member of the project team, and functions with a high degree of judgement, initiative, and discretion. In accordance with Agency policies and procedures, the occupant will:

- Undertake the relevant project duties with broad supervision and direction from the Executive Director Allied Health.
- Demonstrate initiative and creativity in resolving issues and make informed decisions to provide operational solutions.
- Provide specialist advice, education, and training on a range of operational business and project support tasks to the project team, and to other staff within DoH.
- Exercise judgement that is critical to ensuring accuracy and delivery of data to meet the project objectives.
- Comply at all times with departmental policy and protocol requirements, in particular those relating to mandatory education, training and assessment.
- 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 expertise in project management, information management and/or data analysis to develop, analyse and extract relevant information to meet project objectives.
2. Highly developed written and oral communication skills, including the demonstrated ability to work effectively both independently and as a member of a team to support project objectives.
3. Proven ability to provide specialist advice, education and training and negotiate effectively with a wide range of staff, managers, and other internal and external stakeholders.
4. Knowledge of, or the ability to quickly acquire the knowledge of in the relevant project area.
5. Well-developed ability to prioritise workloads and meet deadlines, including interpreting and explaining complex operational challenges/procedures relating to the relevant project, and ensuring service objectives are undertaken in accordance with tight timeframes to meet organisational needs.
6. Demonstrated initiative, self-motivation and problem-solving skills with the ability to identify, advise and develop alternative approaches to meet the work objectives of a complex and rapidly changing work environment.

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](#).