

Department of State Growth

Statement of Duties

Position Title:	Senior Stakeholder Engagement Adviser – Tasman Bridge Pathways Upgrade
Position number:	005466
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	State Roads Division/Programming and Delivery Branch
Location:	Hobart
Employment status:	Flexible – Fixed Term 3 Years
Supervisor:	Project Manager Tasman Bridge Pathways Upgrade

Position Objective

Lead the development and delivery of effective and professional stakeholder and community engagement to support the delivery of the city-shaping Tasman Bridge Pathways Upgrade project.

Major Duties

- Develop and deliver effective and professional stakeholder engagement strategies for the Tasman Bridge Pathways Upgrade project and oversee and provide advice on the development and delivery of strategies created by consultants and contractors.
- Provide advice and strategies to manage stakeholder issues and manage delivery of those strategies.
- Build trusted relationships with community members and stakeholders, understand their needs and expectations, and work to ensure their input is considered appropriately in project decision-making.
- Work collaboratively across the Department of State Growth, with Tasmanian and Australian government agencies and other key stakeholders to help build support and social license for the project.
- Plan and deliver stakeholder engagement and work with the project team to assist in leveraging opportunities to achieve relevant broader government objectives, including but not limited to areas such as health, the arts, and social inclusion.
- Identify project impacts, and work with the project team to plan and deliver strategies to minimise those impacts on the community and stakeholders.
- Prepare stakeholder and community engagement materials, speech notes, presentations, briefing materials and Ministerial correspondence.

- Analyse data and feedback and report on the effectiveness of stakeholder engagement strategies.
- Undertake other relevant and related activities as requested.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The occupant of this position is responsible for undertaking a variety of complex functions exercising a high degree of initiative and discretion, and ensuring all work carried out is well researched and accurate.

The position operates under general direction and supervision from the Project Manager Tasman Bridge Pathways Upgrade. The occupant also consults with the Manager Stakeholder Communications Branch to agree on appropriate courses of action. The occupant will need to be comfortable working in a matrix management environment and is required to establish their own work priorities and act with considerable autonomy in daily activities.

Selection Criteria (Knowledge and Skills):

1. Demonstrated experience in all aspects of stakeholder engagement, with a proven ability to develop, manage, implement and report on stakeholder engagement strategies.
2. High-level analytical skills with a proven ability to exercise sound judgment, identify and resolve complex stakeholder issues and make sound and appropriate recommendations.
3. High-level interpersonal skills, with proven experience in consultation, negotiation and conflict resolution. The ability to work in a small team and to work collaboratively with internal and external stakeholders.
4. Highly developed research and writing skills with demonstrated experience producing written strategies, reports and communications materials.
5. High-level organisational and project management skills, with the proven ability to manage competing priorities in a politically sensitive environment subject to change.

Position Requirements

Pre-employment

- *Nil*

Essential

- *Nil*

Desirable

- *A current full car driver licence*

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
