

Senior Policy and Communications Officer

Statement of duties

Position number	724296
Location	Hobart
Division	Revenue, Gaming and Licensing
Branch	Liquor and Gaming
Section	Policy
Award	Tasmanian State Service Award
Classification	General Stream, Band 5
Immediate supervisor	Assistant Director
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The Liquor and Gaming Branch supports the Commissioner for Licensing and the Tasmanian Liquor and Gaming Commission in their regulatory functions under the *Liquor Licensing Act 1990* and the *Gaming Control Act 1993*. The branch also provides advice to government on liquor and gaming policy.

Position objective

Working both individually and collaboratively within the Policy Unit and across the branch, this position will undertake research and investigations to support the formulation of policy proposals and advice in relation to gaming and wagering and liquor licensing matters.

This position provides executive support to the Tasmanian Liquor and Gaming Commission. The position also supports the implementation of policy and regulatory objectives by developing communication materials for the branch.

In the context of the selection criteria, to be successful in the position applicants will have:

- demonstrated high level research and analytical skills that lead to clear, evidence based recommendations;
- the ability to develop concise communications for a target audience; and
- the ability to apply judgement, initiative and discretion in supporting the Commission.

Primary duties

The Senior Policy and Communications Officer's primary duties include:

- providing high-level secretariat support to the Tasmanian Liquor and Gaming Commission;
- reviewing and developing internal and external branch content across digital and traditional channels that is clear and appropriate for the target audience;
- researching, analysing and investigating specific gaming and wagering, and liquor licensing issues to support the formulation of solutions, proposals and recommendations for regulatory authorities and the Government;
- assisting with the development, implementation and communication of policies, legislation, projects and other regulatory services in relation to gaming and wagering, and liquor licensing;
- preparing a range of written material, including briefings, correspondence, reports and submissions and supporting material for policy, legislation, investigations and inquiries;
- maintaining awareness of trends and developments in the regulation and administration of gaming, wagering and liquor in Australia;
- providing support to staff in communicating and applying Tasmanian gaming and wagering, and liquor statutory frameworks and related policy matters;
- liaising with both internal and external stakeholders as required; and
- undertaking other duties and responsibilities within the classification level of this position, which are within the employee's competence and skill level.

Level of responsibility, direction and supervision

The Senior Policy and Communications Officer will receive limited guidance from the Assistant Director and will exhibit considerable independence in interpreting and evaluating requirements according to the decision-making framework. The Senior Policy and Communications Officer has the ability to establish new operational guidelines and/or precedents within area of expertise consistent with relevant policy. The Senior Policy and Communications Officer may also supervise a small team of employees, including mentoring and evaluating performance.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare straightforward documentation to a high level and provide accurate and well-structured drafts of complex interpretive material, which may require some rework; and liaise effectively internally and externally with the ability to represent Treasury on operational matters.

2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for area of responsibility; coordinate resources, related activities and input from others; and foster and contribute to a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision-making strategies to identify solutions to problems; make informed, timely and accurate decisions to provide operational solutions; and provide authoritative advice in relation to activities.

4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor others in area of operation; contribute to a positive team environment and use networks to obtain results; and behave in alignment with and promote Treasury's Values.

5. Technical and professional*

Demonstrates knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

Desirable – completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Approved: Fiona McIntyre, Director

Date: 16 November 2022

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).