

Government Business Policy and Governance Advisor

Statement of duties

Position number	723766
Location	Hobart
Division	Economic and Financial Policy
Branch	Shareholder Policy and Markets
Award	Tasmanian State Service Award
Classification	General Stream, Band 6
Immediate supervisor	Assistant Director
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The primary role of the Shareholder Policy and Markets Branch is to provide authoritative advice to the Government on its broad portfolio of government businesses that operate in industry sectors such as energy, transport, tourism, infrastructure development, finance and service delivery. SPM is also responsible for ensuring the effective operation of the government business governance regime and managing the Government's interaction with international credit rating agencies.

SPM's responsibilities, therefore, require a capacity to understand: the commercial operation of major businesses; the Government's responsibilities as owner; the interests of a variety of stakeholders; and the implementation of Government policies relating to government business.

Key tasks undertaken by SPM include:

- the provision of advice on government business Corporate Plans and quarterly, half-yearly and annual reports;
- the provision of advice on government business investment proposals;
- supporting and monitoring the implementation of government policies;
- ongoing engagement with stakeholders such as government businesses, other Treasury branches and other government agencies;
- provision of advice on the operation of the government business governance regime and how the existing framework can be improved; and
- the coordination of the preparation of presentations to credit rating agencies.

Position objective

The role of the Government Business Policy and Governance Advisor provides an opportunity for the incumbent to use their knowledge and experience to provide policy, governance and other advice on the framework for the operation of major government businesses that deliver vital services to the Tasmania community and that are important players in the Tasmanian economy.

The Government Business Policy and Governance Advisor is expected to become an expert in the government business governance framework and related government policies and initiatives. Based on this understanding and knowledge of the operating environment, business strategies and services provided by the government businesses, the Advisor is expected to provide accurate, timely and well-informed advice on a broad range of issues to the Branch, Treasury and the Government

It is expected that the Government Business Policy and Governance Advisor will have a strong capacity and interest in: the identification and implementation of improvements in the governance framework; leading discussions on major issues and significant branch processes; undertaking a broad range of projects; and supporting the development of Branch resources.

While the position is focused on the governance framework, the Government Business Policy and Governance Advisor will also be expected to support the broader responsibilities of the Branch as required.

To be successful in the position the Government Business Policy and Governance Advisor will have:

- the enthusiasm and capacity to apply their skills, knowledge and experience to the resolution of a wide variety of issues;
- a commitment to producing high quality output, and working effectively as part of a small team;
- the desire to continue to learn, solve problems and share knowledge and skills with others;
- the ability to communicate effectively, both written and verbally, with internal and external stakeholders; and
- an interest in supporting and improving the Government's management of its government business assets and having a positive impact on the Tasmanian community.

It is expected that skills and experience gained in a range of different roles and careers would be useful in this role including law and the legal sector, governance and compliance, finance and economics.

Primary duties

The Government Business Policy and Governance Advisor's primary duties include:

- developing a strong understanding of the government business governance framework and the requirements for the effective completion of responsibilities under the framework;
- developing an understanding of the government business operating environment including the services provided by government businesses and their performance;
- identifying improvements in the existing framework and the making recommendations in relation to appropriate action;
- implementing changes to the framework including through the development and management of project plans for the implementation of a program of changes;
- providing high quality written and verbal advice on government business issues;

- proactively developing positive working relationships with internal and external stakeholders;
- assuming lead responsibility for the management of major branch tasks, processes or projects;
- representing the Branch and Treasury in meetings and in other forums; and
- effectively undertaking other Branch responsibilities as required.

Level of responsibility, direction and supervision

The Government Business Policy and Governance Advisor will operate with considerable independence in determining priorities, procedures and approach. The Government Business Policy and Governance Advisor applies the decision-making framework (policies, rules and regulations) in support of a defined field of activity, which may involve more than one discipline. Considerable autonomy of approach in delivering outcomes and the advice and recommendations provided are regarded as authoritative for that activity. Guidance and instruction from the Assistant Director may on occasion be received related to the implementation of recommendations.

The Government Business Policy and Governance Advisor may also manage a small team of employees, and requires significant management skills and expertise to support the operations of a functional area.

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 all documentation to a high level and prepare drafts of more complex interpretive material which may require minor rework; clearly inform staff and stakeholders with regard to complex technical issues; and represent Treasury in area of expertise, negotiate and, where possible, influence outcomes effectively both internally and externally.

2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for areas of responsibility; co-ordinate input from others and negotiate changes to outputs, deadlines and resources; contribute to the outputs of other team members; and foster and contribute to a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision making strategies to identify possible solutions to non-routine problems; make informed, timely and accurate decisions on activities within the work unit; and provide authoritative advice in relation to area of expertise.

4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor in areas of expertise, and promote the objectives of the Branch, Division and Department; actively 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 highly developed 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

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: David Bailey, Director

Date: 28 June 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;
- **Camaraderie** 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*).