

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Policy Analyst
<b>Position number:</b>	005167
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 5
<b>Division/branch/section:</b>	Road User Services, Road Safety
<b>Location:</b>	South
<b>Employment status:</b>	Fixed Term – 12 Months
<b>Supervisor:</b>	Policy Analyst

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### Position Objective

Undertake and contribute to research, policy analysis, strategy planning, report writing and analytical tasks for Automated Traffic Enforcement Solutions and contribute to the provision of advice to the Department, Government and other key stakeholders. The position assists in implementing an enhanced automated traffic enforcement program in Tasmania including program delivery, evaluation and reviewing the related legislative framework.

The position assists in achieving the Government's road safety objectives and outcomes through implementing key commitments under the Towards Zero Strategy and Action Plan.

### Major Duties

- Provide advice and prepare correspondence to public enquires regarding automated traffic enforcement activities.
- Undertake research and analysis on high-risk driver behaviour and develop solutions, proposals and recommendations, either individually or as part of a team.
- Liaise with relevant business units within State Growth, to develop and coordinate policy, business processes, system changes, consultation and communication to implement new automated traffic enforcement solutions in Tasmania.
- Provide policy advice to Government, Senior Management, the Automated Traffic Enforcement Steering Committee, and the Road Safety Advisory Council.
- Contribute to the development of automated traffic enforcement in Tasmania including strategic planning, identification and prioritisation of innovative technologies, reviewing departmental roles and responsibilities, and ensuring program delivery maximises road safety outcomes.
- Evaluating program outcomes and contribute to evidence-based decision making by Government and Senior Management.
- Liaise and consult with stakeholders (other Agencies, industry, local government and the

community) regarding the development and implementation of automated enforcement technologies to mitigate high-risk driver behaviour.

- Prepare correspondence, reports, Cabinet submissions, budget requests, briefing material and papers.

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

Under the general direction of the relevant supervisor, the role is accountable for ensuring that work undertaken is thoroughly researched, well planned, and produced in an accurate and timely manner.

The role is faced with balancing a range of competing and conflicting work priorities that are regularly impacted by external stakeholders and emerging government priorities.

It is an expectation that the occupant exercise initiative and operates with autonomy inside the boundaries of the Agency's policies, frameworks and delegations. While they act independently in performing their core work functions, the occupant consults with the supervisor regarding allocated work that is non-routine, sensitive or high-risk in nature.

The role is multiskilled in nature and the occupant must be flexible in the scope and range of activities performed to ensure that the Division achieves its objectives. This is key to the delivery of quality and strategically focussed initiatives that support performance and improvement across the Agency.

### **Selection Criteria (Knowledge and Skills):**

The selection criteria details key knowledge and skills that are needed to carry out the role successfully.

1. Proven capability in policy research, planning and analysis supported by the ability to conceptualise strategy and devise innovative yet practical solutions that can deliver on the Government's priorities.
2. Demonstrated project management skills including the ability to develop, plan and assist with the implementation of a variety of tasks simultaneously within a given timeframe.
3. Well-developed research and analytical skills, including the ability to conduct evidence-based planning using independent research and analysis and develop practical solutions to complex problems.
4. Well-developed written communication skills, including the ability to communicate information and analysis in a clear, accurate, and concise manner that is readily understandable to non-specialists.
5. Well-developed interpersonal and communication capabilities, including the ability to consult and liaise with a wide range of stakeholders, to co-ordinate input from others and to work individually or as a team.

## Position Requirements

### Pre-employment

- Nil

### Essential

- Nil

### Desirable

- A tertiary qualification in a relevant discipline.

## 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.

State Growth aims 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 value diversity and promote an inclusive workplace, recognising individuals for their unique characteristics, background, experiences, knowledge, skills, values and perspectives.

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.

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 \(www.dpac.tas.gov.au/divisions/ssmo\)](http://www.dpac.tas.gov.au/divisions/ssmo).