

Statement of Duties

Department of Premier and Cabinet

As at 9 June 2021

Position title:	Senior Policy Analyst
Position number:	003005
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 7
Division/branch/section:	Policy and Intergovernmental Relations Division
Full Time Equivalent (FTE):	1.0 FTE
Location:	Hobart
Employment status:	Fixed Term
Ordinary hours per week:	36.75
Supervisor:	Assistant Director, Social Policy

Agency/Department values:

DPAC values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focus

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent

For more information about DPAC visit www.dpac.tas.gov.au

Statement of Duties: Senior Policy Analyst

Division profile:

The position is located within the Policy and Intergovernmental Relations Division, made up of the following areas: Policy Branch, Tasmanian Climate Change Office, Local Government and the Office of Security and Emergency Management.

Policy Branch profile:

The key role of the Branch is to assist the Premier and Cabinet to reach a balance between the social, economic, financial and political aims of the Government through high quality policy support including research, co-ordination, analysis and strategic advice.

Office of Security and Emergency Management profile:

The Office of Security and Emergency Management is responsible for providing policy advice on security and emergency management issues from a whole-of-government perspective.

The Office works in partnership with emergency services, local government, non-government organisations (NGOs) and the community.

Tasmanian Climate Change Office profile:

The Tasmanian Climate Change Office provides climate change policy advice to the Premier, Ministers and the Government and works closely with all State Government Agencies, the Australian Government, Local Government, industry and the broader community.

Local Government profile:

This area is responsible for providing the Government with policy and advice on Local Government, and supporting the statutory functions of the Director of Local Government.

All four divisions deal with broad based, often complex and confidential information and issues that can be politically sensitive. They operate in time critical environments with significant pressures arising from tight deadlines and periods of high demand. Accurate assessment of the sensitivity of matters is crucial.

Position objective:

Undertake major policy research, analysis, development, implementation and review in relation to policies and programs at a strategic level. To provide the Premier and Cabinet with broad based authoritative policy advice and comment from a Government-wide perspective.

Duties:

1. Research, analyse and assess critical whole-of-government initiatives from the perspective of the Government's strategic directions and priorities, and provide solutions, proposals and recommendations.
2. Develop and implement initiatives that progress the Government's strategic directions and priorities - in collaboration with key stakeholders, both internal and external. This

Statement of Duties: Senior Policy Analyst

may require facilitation and leadership including negotiation of agreed positions within defined parameters.

3. Monitor the implementation and impact of strategic or whole of government policies.
4. Liaise, consult and negotiate at senior management level with other spheres of government (Commonwealth State, and Local), private enterprise and community organisations.
5. Prepare complex submissions, briefings, correspondence and reports on whole-of-government issues.
6. Act as team leader for designated projects, programs and initiatives of significance.
7. Represent the team/Department in a range of relevant forums.
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.

Level of responsibility:

Responsible for providing authoritative advice about issues with a significant impact on policies adopted by the Government and which may affect all agencies.

Decisions taken as a result of advice given will have significant impact on the State and have direct consequences for achieving the policy objectives of the Government.

Liaison, consultation and negotiation may be conducted at senior management level with other agencies, organisations and jurisdictions.

Team leadership role for designated projects.

Reporting Structure:

There is minimal supervision and tasks will be undertaken with only broad policy direction.

Broad objectives and priorities for policy development and analysis will be developed in consultation with the Assistant Director.

Management of complex technical issues is only subject to detailed scrutiny on an exception basis, although the occupant has the flexibility and freedom to seek advice and direction when required from colleagues and management.

Important correspondence, briefing papers and submissions are subject to policy checks by senior management.

Selection criteria:

1. Comprehensive understanding and practical experience of policy development, the machinery of government and political processes including current government policies and initiatives.

Statement of Duties: Senior Policy Analyst

2. High level understanding of, and ability to work within, the political, social and organisational environment in which the Division operates, including an understanding of the short, medium and long term issues facing Tasmania.
3. Well-developed self-management skills with the ability to plan, organise and prioritise workload and demonstrate commitment to task completion.
4. Demonstrated high-level knowledge, experience and understanding of the principles and practices of contemporary strategic planning, project management and policy implementation processes.
5. Ability to communicate and provide authoritative advice on complex matters to non-specialists, including high level liaison, consultation and conflict resolution skills, with the ability to persuade others to adopt a particular course of action where there may be conflicting interests; and capacity to represent the department/government in public forums.
6. Extensive analytical and research skills and the capacity to think strategically in circumstances where information may be unclear or is not readily accessible, a wide variety of outcomes are possible, and recommendations may result in the adoption of new policies, programs and practices.
7. Highly developed written communication skills enabling the production of documents that are concise, understandable to non-specialists and which develop persuasive, clear, accurate and logical arguments.

Desirable requirements:

Formal tertiary qualifications.

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working Environment

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

Statement of Duties: Senior Policy Analyst

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work.

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.