

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Administration Officer
<b>Position number:</b>	373097
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 3
<b>Division/branch/section:</b>	Office of Energy Planning
<b>Location:</b>	Hobart
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Executive Director, Energy

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### Position Objective

Provide administrative support to facilitate the efficient and effective operation of the Office's business outcomes.

### Major Duties

- Provide general administrative support to the Office. This includes diary management, arranging meetings and travel, the preparation and circulation of agendas and minutes, the ordering of office supplies, assisting with finance reconciliations, and the preparation and maintenance of Office records utilising the Department's record management system.
- Support the coordination of responses to Ministerial requests for information, briefings and correspondence within nominated deadlines and the Department's quality standards.
- Compile agenda papers and briefing materials for meetings attended by the Secretary, Deputy Secretary, Executive Director, Director, and relevant Ministers, including meetings of the COAG Energy Council and its various working groups.
- As the first point of contact for general enquires, respond in prompt and effective manner to requests for information from colleagues, clients and other stakeholders.
- Work collaboratively across the Department to assist with project delivery and to contribute to the development of business practices and procedures that enhance the quality of the Division's outputs.

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

Under the general direction of the Executive Director the role is accountable for ensuring that all work undertaken is well-planned and produced in an accurate and timely manner. While the occupant acts independently in performing their routine work tasks, direction is received from the supervisor regarding allocated work that is non-routine, sensitive or high-risk in nature.

The role includes deal directly with internal customers and other stakeholders in arranging meetings, coordinating activities and being the central point of contact for incoming calls, signifying that a capacity to communicate effectively with people across the organisation is critical to success. It is an expectation that a professional 'can do' approach to customer service is achieved, and that service delivery and response reflects current and best business practice.

Meeting deadlines and shifting priorities are characteristics of the role. The occupant will exercise sound judgement to ensure that competing priorities are met within agreed timeframes.

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

1. Proven ability to efficiently perform a broad range of administrative practices and office procedures, including the initiative to address complex queries..
2. Well-developed organisational skills including the ability to effectively manage competing priorities and deadlines, and identify opportunities for improved business practice.
3. High level written and verbal communication skills, with demonstrated excellent customer service.
4. High level of computer literacy with a working knowledge of the Microsoft Office suite of products.
5. Proven ability to contribute actively to the team projects to and support the development of a values-based team environment.

### **Position Requirements**

#### ***Pre-employment***

- *Nil*

#### ***Essential***

- *Nil*

#### ***Desirable***

- *Nil*

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

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