

Department of State Growth

Statement of Duties

Position Title:	Project Manager Digital Futures
Position number:	425124
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Industry and Business Development/Business and Trade Tasmania
Location:	Hobart, Launceston or Burnie
Employment status:	Flexible
Supervisor:	Manager, Digital Futures

Position Objective

To develop, implement and evaluate programs and services that support growth and job creation, with the focus on supporting science, ICT and small business sector programs and services.

Major Duties

- Provide high level strategic advice on issues impacting the Tasmanian Science, ICT and business sectors and other issues associated with activities undertaken by the Business and Trade Tasmania Division.
- Prepare high level written documentation, including ministerial responses, briefing notes, function packages, contracts, project plans, reports and responses to stakeholder enquiries.
- Effectively build relationships and liaise with internal and external stakeholders including government agencies, business representatives and peak bodies, to identify opportunities for collaboration and maximise the effectiveness of Government initiatives.
- Ensure relevant programs and services are promoted to a wide range of stakeholders as appropriate, including the development and implementation of communications plans; delivering presentations; preparation of media releases and event packages; and developing other marketing materials.
- Represent the department and undertake high level liaison, negotiations, consultations and contract management with relevant stakeholders.
- Actively engage in and contribute to the development of projects and activities undertaken by the broader Business and Trade Tasmania Division.
- Lead and manage employees on a project basis as required.

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

The Project Manager reports to the Manager, Digital Futures, and is expected to operate under limited supervision and within established strategic frameworks, policies and procedures.

Stakeholder management and relationship building is a key component of the role. The occupant will be required to represent the department with the business, science and ICT sectors, local government and other government agencies.

The Project Manager is responsible for maintaining a high degree of professional knowledge, awareness of contemporary business issues and online service delivery trends. The Project Manager will exercise high level initiative and judgement to effectively deliver a high quality, responsive and contemporary service.

The occupant is required to be flexible and adaptable to a changing work environment. The Project Manager may be required to work across a variety of topics and issues within the broader Business and Trade Tasmania Division.

The occupant will also be required to support the Manager, Digital Futures in day to day operations of the unit and its activities.

Selection Criteria (Knowledge and Skills):

The Department of State Growth insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

1. Demonstrated high level knowledge and understanding of the challenges and opportunities facing Tasmania in the science, ICT and business sectors, and an awareness of relevant government strategies and programs.
2. High level interpersonal, stakeholder engagement and communication skills, including proven ability to negotiate, influence and gain commitment from stakeholders, service providers and industry, and manage effective working relationships with a wide range of stakeholders.
3. High level knowledge of contemporary project management principles and a proven ability to apply this knowledge to the planning and managing of projects.
4. High level research and analytical skills, including the proven ability to identify, analyse, evaluate and interpret industry development issues, complex strategic, policy and program delivery options and to provide quality information and advice within a commercial, economic or political environment.
5. Demonstrated high level written communication skills, including the ability to prepare complex, well written and appropriately presented documents that are clear, accurate and concise, and that present results in a form readily understood by a range of specialists and non-specialists audiences.
6. High level self management skills with the demonstrated capacity to be adaptable and flexible in achieving results and to plan, organise and deliver outputs within set timeframes and to work effectively as part of a team in a changing 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)