

Department of State Growth

Statement of Duties

Position Title:	Project Manager, Port Governance
Position number:	005347
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 8
Division/branch/section:	Transport Systems and Planning Policy
Location:	Hobart
Employment status:	Fixed term Flexible
Supervisor:	Director, Transport Systems and Planning Policy

Position Objective

The role is responsible for leading the Tasmanian Government's Port Services regulatory review including coordinating the procurement of expert independent advice on water side port services, consulting with stakeholders and developing advice with regard to potential changes to the regulatory framework to improve the resilience, efficiency and transparency of water side port services and to ensure that the regulatory framework continues to meet the needs of the state.

Work Environment

The position will oversee a small team and work closely with government and industry stakeholders from the sector, as well as independent expert consultants.

The position operates in an office-based environment where some intrastate travel may be required.

Due to the confidential nature of the information accessed in this role, the occupant will be required to maintain the highest level of confidentiality and to complete appropriate declarations to this end.

Major Duties

- Lead the review of the regulatory framework for delivery of port services in Tasmania, including maritime safety and emergency response functions.
- Develop, implement and manage the project using effective project management methodology to achieve high quality outcomes within defined timeframes and resource constraints.
- Manage relationships with Government owned corporations, statutory bodies and private providers through the process of regulatory reform.
- Manage consultancies as required to support development of recommendations to ensure provision of a contemporary management framework for delivery of port services.

- Prepare high level reports, correspondence, publications, presentations and briefing material as required, and review key documents.
- In consultation with senior executive, develop recommendations for consideration by Cabinet.
- Manage any statutory drafting program arising from the review process.

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

The occupant reports to the Director, Transport Systems and Planning Policy.

The occupant will manage and deliver the Port Services regulatory review.

The position operates with a high level of responsibility and autonomy in determination of strategies and work standards.

Selection Criteria (Knowledge and Skills):

- Demonstrated high level investigative, conceptual, analytical and judgement skills, including provision of soundly based strategic policy advice that demonstrates a comprehensive understanding of the broader political and social context in which the review is to be undertaken.
- Demonstrated experience in managing complex, innovative projects and programs, including program design, proposal evaluation, contract management, and the proven ability to deploy this expertise collaboratively, flexibly, through existing and new whole-of-government approaches to deliver outcomes on-time and within budget.
- Highly developed interpersonal skills, with the proven ability to build and foster effective relationships within and outside of the Agency, negotiate outcomes, resolve conflict and effectively represent the Agency at a senior level.
- Highly developed written communication skills, including the ability to produce information that is concise, clear and readily understandable to non-specialists, and to prepare high-level documents for senior executive, Ministers, Government and other audiences.
- Proven capability to operate with a very high degree of autonomy and apply high levels of adaptability and flexibility in a dynamic complex environment, together with the ability to deal effectively with competing priorities, pressure and ambiguity to deliver effective outcomes

Position Requirements

Pre-employment

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:

- *Nil*

Essential

A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency

Desirable

- *Current driver's licence.*
- *A relevant degree or other tertiary qualification, or equivalent experience.*

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.

Visit www.stategrowth.tas.gov.au for more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value workplace diversity and recognise the value each person offers that is shaped by their unique characteristics, background, experiences, knowledge, skills, values and perspectives. State Growth promotes an inclusive workplace where people are able to contribute and talk about ideas and their capability to deliver within a team.

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 in relation to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practice. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We 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)