

Office of the Secretary
Assistant Director (Administration of Justice) –
Statement of Duties

Objective

The position is responsible for the provision of high-level strategic policy advice on issues relating to the Department's complex policy projects and, at times, legislative projects, and for providing oversight and supervision of other members of the Office in relation to these policies and projects.

Duties

- Provide strategic support and advice to the Deputy Secretary, Justice and Reform on operational policy development.
- Effectively manage major policy and legislative projects relevant to the administration of justice, including the delivery of legal assistance services, ensuring the achievement of key Government and Departmental strategic objectives.
- Provide effective leadership to ensure projects are developed and delivered in the best interests of the State and in line with Government Policy.
- Undertake the day-to-day management of multiple complex projects, especially in relation to legal assistance and other specialist areas, ensuring project deadlines are met.
- Undertake high-level consultation and negotiation with stakeholders, other jurisdictions, Agencies, Branches and Divisions.
- Develop high-level policy advice to Government on specialist matters relevant to the Department, including advice on relevant State and National issues.
- Prepare high-level reports and briefings for the information and decision of the Minister, Secretary, Deputy Secretaries and other relevant persons, in regards to policy and legislation, including the review of legislation.
- Represent the Deputy Secretary on committees, working groups and other forums at both state and national level.

Level of responsibility

- The occupant will be responsible for the effective management of complex interrelated projects with the provision of effective leadership ensuring that agreed outcomes are met.
- Briefing the Minister and senior management of the Department on policy and operational matters is to be expected.
- The effective and efficient management of a small professional team.
- Providing high-level expert advice to the Deputy Secretaries, Secretary, Minister and Government.
- The position exercises considerable independence and autonomy of action within the overall strategic direction set by the Secretary and the Deputy Secretary, Justice and Reform.
- Provide adequate instruction, information, supervision and training for your team members, depending on the nature of their work.
- Ensure efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

Direction and supervision received

- The position reports to the Deputy Secretary, Justice and Reform.
- The Assistant Director receives broad policy direction from the Deputy Secretary, and is expected to work with a high degree of independence and autonomy in the determination of strategies, priorities, work standards and allocation of resources within areas of responsibilities.

Selection criteria

1. Demonstrated high-level expertise and thorough understanding of the processes involved in development and review of policy and legislation and an appreciation of the political and social context in which the Department operates.
2. Proven ability to lead and coordinate large or complex projects, particularly in a legal context to deliver desired outcomes.

3. High level strategic, conceptual, research, analytical, writing and creative skills, and the ability to develop and formulate proposals and make sound judgments.
4. High level communication and interpersonal skills including consultation, negotiation and conflict resolution skills and capacity to represent the Department in a range of forums and work effectively with Ministers, senior staff, clients and stakeholders.
5. Proven self-management skills and the ability to plan, organise and prioritise concurrent tasks to meet deadlines together with an ability to be adaptable and flexible in order to achieve results in an environment of change, ambiguity and pressure.
6. Ability to coordinate the outputs of other members of a team, including an understanding of contemporary leadership and management practices.
7. Be able to understand and apply the requirements of relevant WHS legislation in your areas of responsibility.

Essential requirements

- Nil

Desirable requirements

- Tertiary qualifications in a relevant discipline.
- Driver licence.

Position Summary

Title	Assistant Director (Administration of Justice)
Number	357279
Award	Tasmanian State Service Award
Classification	General Stream Band 7
Division	Corporate, Strategy and Governance
Full Time Equivalent	1.0
Output Group	Office of the Secretary
Branch	Justice and Reform
Supervisor	Deputy Secretary, Justice and Reform
Direct Reports	2
Location	Hobart
Position category and funding	A075