

SENIOR POLICY ANALYST

BUDGET AND FINANCE DIVISION / PROCUREMENT, RISK AND CONTRACT MANAGEMENT BRANCH

Why work for us

The work you will undertake is varied and interesting. We contribute to major government activities that improve the wellbeing of Tasmanians and support the Government's management of the State's financial position.

We are a flexible, diverse, inclusive, and supportive workplace with a strong values-based and team oriented culture. For more information about Treasury and what our staff have to say about working for us, visit our website: www.treasury.tas.gov.au/about-us/careers

The position

As a member of the Policy Unit, you will undertake a range of tasks that assist with the development and administration of the Tasmanian Government procurement framework, with an objective of improving procurement and contract management outcomes consistent with the Government's policies and principles.

What you will work on

- Assist in the provision of advice and information to Tasmanian Government agencies to improve procurement outcomes consistent with the Government's procurement principles.
- Provide internal advice and support to assist Treasury staff to undertake procurement activity in accordance with the Government's procurement policy framework.
- Undertake research, investigation and analysis into contemporary procurement issues and practices to support the development and implementation of whole of government policy initiatives.
- Prepare correspondence, briefings, reports and submissions, including ministerial correspondence, data analysis and committee papers.
- Contribute to the continual review and development of policies, guidelines and resources to assist Tasmanian Government agencies to undertake procurement.
- Liaise with a range of internal and external stakeholders.
- Contribute to the delivery of Branch functions and projects to improve Government purchasing and policy outcomes when required, including:
 - assisting in the operation and maintenance of the Tasmanian Government *Purchasing* and *Tenders* websites;
 - participating in the procurement and assessment processes for whole-of-government contracts and multi-use lists managed by the Branch; and
 - supporting the administration of, and contributing to, whole of government and internal procurement groups and committees.
- Perform other allocated duties as required.

Responsibility, direction and supervision

You will receive limited guidance from your supervisor. You will independently interpret and apply existing frameworks as well as establish new operational methods within your area of expertise.

You will display and promote behaviours that are compliant with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity; and be committed to the safety of children and youth including reporting any conduct of concern.

Skills and experience

Our selection panel will assess your skills, experience and ability to perform the role using the following criteria:



COMMUNICATE

- Prepare high level documents and well-structured drafts of complex material.
- Liaise effectively with others and represent Treasury on operational matters when required.



MANAGE OUTPUTS

- Plan, organise, schedule, and prioritise within your work area.
- Coordinate activities, resources, and input from others.
- Promote and contribute to a client focus.



CONCEPTUALISE/ANALYSE/APPLY JUDGEMENT

- Make appropriate, informed and timely decisions and identify solutions to operational problems.
- Provide informed advice about your work.



TEAM/LEADERSHIP/BEHAVIOURS

- Lead, inform, guide and mentor others in the team.
- Contribute to a positive team environment and use your networks to get results.
- Model and promote behaviours in line with Treasury's values.



TECHNICAL/PROFESSIONAL

- Demonstrate knowledge, skill and ability required for the role.
- Desirable – a relevant qualification or equivalent experience.

Our values

Treasury strives to create a respectful work environment, free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. Our values guide our behaviour:

INTEGRITY

Builds confidence, trust and self-respect, and is the foundation of open and honest communication.

EXCELLENCE

Challenges us to give our best and brings us recognition.

RESPECT

Recognises the value of us all and the contribution we all make.

CAMARADERIE

Creates a fun and supportive place to be.

PASSION

Inspires us to achieve great things.

All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*). These can be found at

www.dpac.tas.gov.au/divisions/ssmo

Hours Per Week: Flexible up to 73.50 hours per fortnight

Supervisor/Reports to: Assistant Director, Insurance and Policy

Direct Reports: No

Employment: Permanent

Award/Classification: Tasmanian State Service Award General Stream Band 5

Location: Hobart

Position Number: 724594

Approved by: Danielle Harris, Director

Date: 18 December 2024

