

# Assistant Director

## Statement of duties

Position number	724562, 723746
Location	Hobart
Division	Budget and Finance
Branch	Procurement, Risk and Contract Management
Award	Tasmanian State Service Award
Classification	General Stream, Band 8
Immediate supervisor	Director
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

### Branch responsibilities

The primary responsibilities of the Branch are to:

- provide advice on and manage the Government's procurement policy and framework;
- administer government common use contracts; and
- proactively minimise the cost of risk to government agencies through the Tasmanian Risk Management Fund.

This Statement of Duties is in relation to the following two Assistant Director roles within the Procurement Risk and Contract Management Branch.

### **Assistant Director - Procurement Policy and Insurance (724562)**

The Procurement Policy and Insurance unit is broadly responsible for:

- the Tasmanian Government's self-insurable risk arrangements, including addressing insurance coverage matters, determination of contributions from Fund participants and the effective management of contracts related to Fund activities and information needs;
- the establishment of, and ongoing management in relation to, a contracted insurer for the Government's Home Warranty Insurance Scheme (together with related policy, financial and operational tasks);
- the Government's procurement policy framework, including providing advice on international procurement obligations, supporting Government agencies in relation to complex procurement issues, and the completion of public reporting on procurement activity (including via the management and administration of the Tenders website); and
- project and policy matters related to the above areas of responsibility.

### **Assistant Director - Contracts and Assessment (723746)**

The Contracts and Assessment unit is broadly responsible for:

- the establishment and strategic management of whole of Government contracts, including procurement activity, contract negotiation, analysis of data and report information and addressing issues through effective contract management activity;
- the assessment of applications received in relation to the Technology Services List, and the Government's consultant and contractor prequalification Schemes;
- management and administration of the Government's light motor vehicle fleet, including purchasing and disposal arrangements; and
- project and policy matters related to the above areas of responsibility.

### **Position objective**

The Assistant Director, as a senior member of the Branch, will contribute to the achievement of Branch and Treasury objectives, including by:

- identifying strategic issues and making recommendations regarding potential improvements in relation to a range of areas of Branch focus, including procurement policy, whole of Government contracts, self-insurance arrangements, or prequalification and Technology Services List assessments;
- providing advice to Ministers, agencies and other stakeholders about Tasmania's procurement framework, self-insurance arrangements, whole of Government contracts and other areas of Branch responsibility; and
- leading Branch projects to improve Government procurement policy, self-insurance or purchasing outcomes.

In the context of the selection criteria, to be successful in the position applicants will have:

- excellent communication, negotiation and relationship management skills, including the ability to influence a diverse range of stakeholders;
- the ability to identify and understand complex problems, provide authoritative advice, and develop and implement appropriate solutions;
- the ability to provide leadership and direction to a diverse team to effectively manage resources to deliver outcomes, including meeting project milestones where relevant;

- well-developed critical thinking skills, together with the ability to demonstrate initiative and judgement; and
- a strong desire to continuously develop their own skills, knowledge and experience.

### Primary duties

The Assistant Director's primary duties include:

- efficiently managing resources and providing leadership across multiple work areas to ensure that work objectives are completed in a timely manner and to a high standard;
- establishing, maintaining and developing effective relationships with stakeholders including Ministers, agencies, suppliers and industry;
- undertaking ongoing strategic review of:
  - the operating environment to enable the effective management and continuous improvement of procurement policy, whole of Government contracts, self-insurance arrangements requirements and/or other areas of Branch responsibility as required;
  - policies, industry sectors and relevant legislation, to identify and respond to emerging issues;
- initiating and directing research and analysis to enable the development of high level advice on policy, operational, technical and legislative matters;
- proactively managing projects to ensure the successful delivery of objectives and outcomes;
- undertaking key communication tasks, which may include:
  - representation in high level external forums;
  - negotiation and resolution of complex issues;
  - presentation of information to key stakeholders; and
  - preparation of high level briefings, correspondence, reports and submissions.
- actively promoting a work environment that reflects, encourages and develops Treasury's values and behaviours; and
- perform other allocated duties as required.

### Level of responsibility, direction and supervision

The Assistant Director will operate with considerable autonomy according to government policy and broad corporate objectives. This Assistant Director leads a complex functional or program unit and develops program strategies, policies and operational approach. The outcomes of the functional or program activities have a direct and significant effect on the achievement of organisational objectives. The Assistant Director manages stakeholders and employees, and requires significant management skills and expertise to promote co-operation, teamwork and understanding in undertaking demanding and complex work.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

## Selection criteria

*Relative merit of candidates for this position is assessed using the following selection criteria:*

### 1. Communication

Demonstrates capacity to: prepare written material to final standard, and assist others to prepare final material; clearly articulate highly complex and difficult issues to staff and stakeholders; and represent Treasury at a senior level to influence outcomes both internally and externally on complex matters.

### 2. Output management

Demonstrates capacity to: define, plan, schedule and deliver work for area of responsibility; monitor work unit output to ensure effective client focus and achievement of desired outputs; use appropriate delegation to ensure ongoing development and sustainability of the work unit; and identify improvements to work unit functions and organisational efficiency.

### 3. Conceptual, analytical and judgement

Demonstrates capacity to: identify, define and develop options and recommendations for complex policy and program delivery, and recommend solutions to unusual or emerging problems; consistently make good decisions on complex policy and program delivery within a functional area using limited information, while under pressure; and provide definitive advice and recommendations directly to Head of Agency.

### 4. Leadership and people skills

Demonstrates capacity to: lead, motivate, coach and gain co-operation of others across Treasury in achieving complex objectives at the Branch, Division and Departmental levels and improve established methodologies; take responsibility for resolving conflicts in relation to the broad functional area and uses networks to obtain results; and model a high standard of professional and ethical behaviour that aligns with and promotes Treasury's values.

### 5. Technical and professional\*

Demonstrates highly developed knowledge, expertise, skill and ability, in relation to the role.

*The above selection criteria are weighted equally for assessment purposes.*

#### \* Qualifications and requirements

Highly desirable - completion of relevant tertiary or industry qualifications, and/or professional affiliation.

**Approved: Danielle Harris, Director**

**Date: 5 June 2024**

*For further information please email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au), or visit [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)*

## Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



## Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. 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*).