

Statement of Duties

Position Title: Executive Services Officer	Position Number: Generic	Effective Date: January 2016
Group and Unit: Office of the Secretary		
Section: Office of the Secretary	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 4	Classification: General Stream	
Reports To: Manager, Office of the Secretary		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Office of the Secretary (OTS) provides high level strategic advice on corporate governance, parliamentary and public administration matters as well as support services to the Portfolio Ministers and the Secretary.

OTS operates as a unified team and is structured into three streams, including Corporate Policy and Delegations, Corporate Planning and Risk Management, and Executive and Ministerial Services.

The Executive Services Officer provides high quality administrative coordination and support to the Secretary and Manager, OTS in relation to matters involving the Secretary, corporate governance, the business operations of OTS and the portfolio Ministers.

Duties:

1. Facilitate the timely, efficient and effective flow of quality information and documentation to and from the Secretary's office, to and from portfolio Ministers' offices, and within DHHS. Operate and maintain electronic information and document tracking and reference systems and produce regular reports to track compliance with set timeframes and procedures.
2. Coordinate the key Department of Health and Human Services (DHHS) Corporate Governance Committees in line with the accountabilities framework to ensure delivery of the corporate governance committee arrangements.
3. Conduct research, investigation and analysis, either individually or in conjunction with more senior staff, into issues and provide solutions, develop proposals and put forward recommendations. Prepare information such as reports, submissions, briefing notes, letters and minutes.

4. Contribute to the development, continual improvement and enhancement of Departmental business systems, business processes and guidelines (such as the Workflow Information Tracking System, Strategic Document Management System, risk management systems and Corporate Templates) to meet the standards and protocols of Government, the Secretary and the Ministers.
5. Assist with the business operations of OTS and assist with the general IT, asset management and communication (Internet/Intranet) requirements of the Unit.
6. Assist other team members to meet their work demands for the Secretary and the portfolio Ministers, and provide backup support to other members of the team during periods of leave.
7. Develop effective networks and sound working relationships with a range of stakeholders that are client focussed and responsive.
8. Actively participate in and contribute to the organisation's Quality and Safety and Work Health and Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- Within the context of a Senior Executive, client-focussed and team-based working environment, the incumbent is responsible for ensuring that all work undertaken is thorough, well researched, accurate and timely. The incumbent is expected to exercise considerable initiative, flexibility, creativity, judgement and interpretive skills in carrying out the duties of the job, beyond that of other similar roles working with senior executives.
- Shifting priorities are a feature in a dynamic, fast-paced environment. Work is often undertaken in a strictly confidential environment. Deadlines may result in having to work outside normal working hours.
- General supervision and direction will be provided by the Assistant Managers and Manager, OTS on specific projects and tasks. The occupant is expected to exercise discretion and choice in selecting the most appropriate method for completing tasks, in prioritising his/her workload and in managing to timelines.
- The incumbent will be expected to be cognisant of the responsibility to advise the Assistant Managers or Manager OTS of any case where there may be perceived breach, or a likely breach, of the Ministers' obligation to provide factual information to Parliament and to abide by Cabinet conventions.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

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

1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Proven high level interpersonal skills with the ability to interact and liaise with staff and stakeholders at all levels, with the ability to maintain high levels of confidentiality at all times.
2. Evidence of effective output management and coordination skills to respond rapidly to requests for information, including the ability to achieve required results to a high standard within short timeframes.
3. Proven ability to work effectively, both individually and as part of a team, within a high level executive working environment that is subject to work pressure, competing priorities, ambiguity and change.
4. An understanding of the workings of the Tasmanian Government, including government departments, ministerial offices and the role of corporate governance, and the ability to use judgement and discretion when dealing with sensitive situations within the political, social and organisational environment.
5. Highly developed computer skills, including experience in the use of Microsoft Office software, and the capacity to work in a technological environment and learn program-specific software.

Working Environment:

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.