

Statement of Duties

Position Title: Policy Analyst	Position Number: 519968, 520963 & 521559	Effective Date: November 2016
Group and Unit: Corporate, Policy & Regulatory Services – Strategic Policy & Regulation		
Section: Government Relations and Strategic Policy (GRaSP)	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Part Time	
Level: Band 5	Classification: General Stream	
Reports To: Manager, Government Relations and Strategic Policy		
Check Type: Annulled	Check Frequency: Pre-employment	

Background:

- The Government Relations and Strategic Policy Unit (GRaSP) is responsible for supporting the portfolio Ministers, Secretary, Agency and the Tasmanian Health Service regarding the negotiation, management and reporting requirements associated with intergovernmental agreements.
- GRASP also plays a lead role and works collaboratively with service delivery areas to manage the development of briefings and support for Ministerial Councils and their subordinate bodies.
- GRASP collaborates across the Department of Health and Human Services on the development of strategic and aspirational policy at a Tasmanian Government and Ministerial level. This includes reforms and issues with national, intergovernmental, whole-of-government, whole-of-agency and cross agency implications.
- GRASP is responsible for drafting Ministerial and Departmental advice including Cabinet, Ministerial, and Departmental Minutes, Briefings and correspondence, and Parliamentary documentation.

Focus of Duties:

- The Policy Analyst is expected to work under direction within the GRaSP team and contribute and support the development of written advice, reports, other documentation and projects.

Duties:

1. Support the development of high-level, strategic advice regarding government relations and strategic policy issues for the portfolio Ministers, Secretary, Agency and other stakeholders.
2. Provide input into the monitoring and reporting on intergovernmental agreements.

3. Under general direction, develop, research and analyse submissions, applications and business cases relating to intergovernmental agreements.
4. Support the Agency's role in intergovernmental forums, including providing support for the development, analysis and provision of strategic advice to support participants.
5. Support and perform Agency and/or GRaSP projects under general direction.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & 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.
7. 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:

- The Policy Analyst is expected to work under general direction from the GRaSP management team and other more senior staff within GRaSP to complete the duties associated with this position.
- With approval from the GRaSP management team, the Policy Analyst may provide advice and support to Policy Officers.
- The Policy Analyst is expected to work in accordance with Agency policies, protocols, guidelines, systems and processes.

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.

Desirable Requirements:

- Bachelor Degree in a relevant course of study.

Selection Criteria:

1. Experience in, or ability to acquire, specific knowledge of the health and human services government relations and policy environment.
2. Evidence of proficient interpersonal and written and oral communication skills, including the ability to effectively communicate complex issues and experience in contributing to the development of complex written documents.
3. Evidence of proficient critical thinking, research and analytical skills, including the ability to gather relevant information, draw appropriate conclusions and make recommendations.
4. Evidence of proficient and effective output management and coordination skills, including the ability to liaise with stakeholders and achieve the required results to a high standard within short timeframes.
5. Evidence of the ability to work as an effective team member, including the ability to provide advice and support to other team members.

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.