

Statement of Duties

Position Title: Senior Policy Analyst	Position Number: 519390, 519766, 517978, 522491	Effective Date: July 2012
Group and Unit: Corporate, Policy and Regulatory Services – Strategic Policy and Regulation		
Section: Government Relations and Strategic Policy	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 6	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 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 Senior Policy Analyst is expected to work under direction within the GRASP team and contribute to the management of intergovernmental agreements, develop written advice, reports, other documentation and complete projects.

Duties:

- I. Develop 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 negotiation, management and implementation of intergovernmental agreements.
3. Develop, research and analyse submissions, applications and business cases relating to intergovernmental agreements.
4. Assist with managing the Agency's role in intergovernmental forums, including the development, analysis and provision of strategic advice to support participants.
5. Support, conduct and coordinate 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 Senior 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.
- The Senior Policy Analyst is expected to develop effective relationships with key stakeholders.
- The Senior Policy Analyst may provide advice and support to Policy Analysts and Policy Officers.
- The Senior Policy Analyst is expected to work in accordance with Agency policies, protocols, guidelines, systems and processes.

Essential Requirement:

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. Extensive experience working in government relations and policy environment including an in-depth understanding of the interrelationships between Commonwealth and State Governments, government agencies and service providers
2. In-depth understanding of the health and human services sector, or the ability to quickly acquire such understanding.
3. Evidence of highly developed interpersonal and written and oral communication skills, including the ability to build productive relationships with stakeholders, effectively communicate and resolve complex issues and produce high quality written documents under general direction.
4. Evidence of highly developed critical thinking, research and analytical skills, and experience with the application of these skills to achieve positive outcomes in relation to government relations and policy issues and initiatives.
5. Evidence of highly developed output management and coordination skills, including the ability to manage multiple tasks concurrently, manage stakeholders and achieve the required results to a high standard within short timeframes.
6. Understanding of project management principles and evidence of undertaking and coordinating successful projects.
7. Extensive experience and 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 (DoH) 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 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. The DoH 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. The DoH and 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 DoH and THS policy) with the Department of Health 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 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 the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.