

Statement of Duties

Position Title: Executive Officer	Position Number: 521619	Effective Date: May 2015
Group and Unit: Corporate, Policy and Regulatory Services		
Section: Budget and Finance	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 7	Classification: General Stream	
Reports To: Chief Financial Officer		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- To provide support to the Chief Financial Officer (CFO) with high quality coordination of information and advice on matters central to the CFO role, including the preparation and management of high level and authoritative communication and reports to senior officers in the Agency and ministerial stakeholders.

Duties:

1. Provide high level advice to the CFO and the Deputy CFO.
2. Develop, implement and maintain information management policies, processes and procedures to ensure authoritative and timely responses to key budget and financial issues to senior officers in the Agency and ministerial stakeholders.
3. Undertake high level strategic communication tasks including:
 - Representing the CFO at high level external forums;
 - Negotiation and resolution of complex issues;
 - Presentation of high level information to key stakeholders; and
 - Preparation of high level briefings, correspondence, report and submissions.
4. Initiate and conduct investigations; prepare reports and recommendations on budgetary and financial management issues.
5. Proactively manage projects to ensure the successful delivery of objectives and outcomes.
6. Undertake ongoing strategic reviews of the operating environment to enable effective management and continuous improvement of the Unit's daily business operations policies, in accordance with relevant legislation.

9. 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.
10. 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 Executive Officer reports directly to the CFO and is expected to operate within the framework of broad general direction to meet agreed objectives.

The incumbent is responsible for:

- Identifying operational weaknesses and implementing solutions as required, in accordance with relevant legislation, standards and regulations.
- Developing policies to support a broad range of operational finance issues to achieve organisational objectives.
- Applying a high degree of initiative, discretion and flexibility whilst working autonomously.

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:

Relevant tertiary or industry qualifications, and/or professional affiliation.

Selection Criteria:

1. Demonstrated expertise in developing policy and procedures to support program delivery, including identifying solutions to unusual or emerging problems and recommending service delivery improvements and strategies to achieve organisational efficiency.
2. Highly developed project management skills, including a demonstrated ability to effectively scope, manage and deliver complex work in a timely manner within an environment subject to change.
3. Demonstrated experience in leading and gaining the cooperation of others in achieving complex organisational objectives whilst modelling a high standard of professional and ethical behaviour.
4. High level negotiation and conflict resolutions skills and experience in resolving conflicts in relation to broader functional areas to support operational processes.
5. Highly developed knowledge, expertise, skill and understanding of the complex environment of health and human services delivery, Government services and the impact of this environment on the Business Unit and the Agency.
6. High level interpersonal and communication skills including extensive experience in preparing and presenting complex information to staff and internal and external stakeholders; and clearly articulating highly complex and difficult issues within a senior executive environment to effectively influence outcomes.

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.