

## Statement of Duties

<b>Position Title:</b> Senior Consultant	<b>Position Number:</b> 512148	<b>Effective Date:</b> May 2016
<b>Group and Unit:</b> Tasmanian Health Service (THS) – Mental Health and Statewide Services		
<b>Section:</b> Mental Health and Statewide Services	<b>Location:</b> South	
<b>Award:</b> Health & Human Services (Tasmanian State Service)	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> Band 6	<b>Classification:</b> General Stream	
<b>Reports To:</b> Manager, Projects		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Reporting to the Manager, Projects and in accordance with Tasmanian Health Service (THS) policy, directions, legal requirements and professional competencies, the Senior Consultant will:

- Provide high level support to senior management in Mental Health & Statewide Services in the coordination, preparation and presentation of complex correspondence, including ministerial and parliamentary documentation.
- Provide high level specialised expertise, advice and support to the operational and service areas across Mental Health and Statewide Services.
- Develop, implement, monitor and evaluate significant operationally based projects across Mental Health & Statewide Services with a particular focus on the areas of staffing, establishments, records and file management and facility/infrastructure projects.
- Develop and implement effective and efficient operational frameworks and processes that support the delivery of high quality services across the Group.

### Duties:

1. In collaboration with Senior Management, provide a ministerial coordination and preparation service for Mental Health and Statewide Services. This includes all types of ministerial documentation including speeches, briefing materials, correspondence and Question Time briefings.
2. Provide highly developed communication and research outcomes including the requirement to prepare complex written responses to a range of internal and external stakeholders.

3. Manage, develop, implement, monitor and evaluate operational based projects across Mental Health and Statewide Services as required with particular focus on ongoing establishment reviews, records and file management projects and facility/infrastructure projects including coordinating all procurement activities associated with the delivery of assigned projects to ensure all relevant policies and procedures are adhered to.
4. Monitor progress of projects and implemented strategies to ensure that milestones and performance indicators are met.
5. Prepare and present high level and complex submissions, reports, briefings and correspondence supporting the management of specific projects within Mental Health & Statewide Services to the Manager, Projects, senior staff and other internal and external stakeholders.
6. Develop and implement operational frameworks, systems and processes that support the effective and efficient management and delivery of Mental Health and Statewide Services.
7. Identify, develop and implement strategies to facilitate ongoing and sustained operational and service improvements across Mental Health & Statewide Services.
8. Actively participate in the development of collaborative linkages for integrated service delivery within Mental Health & Statewide Services and across other service delivery partners.
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 occupant of this position is required to work with considerable independence and is expected to exercise initiative and professional judgement across the spectrum of responsibilities.

Under the broad direction of the Manager, Projects, the Senior Consultant is responsible for:

- Providing a high quality ministerial coordination and preparation service for Mental Health and Statewide Services.
- Providing high-level leadership and management of operational projects involving detailed analysis which requires liaison across the Group and the Tasmanian Health Service and developing collaborative processes with key stakeholders.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

## **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:**

- Current Driver's Licence.
- Appropriate professional and/or tertiary qualification.

## **Selection Criteria:**

1. Highly developed experience and understanding of the provision of ministerial coordination support and well developed skills in the preparation and presentation of ministerial correspondence including briefing notes, speeches and correspondence.
2. Extensive knowledge, experience and skills in operational and performance frameworks and processes together with a detailed knowledge and demonstrated experience in planning and evaluation techniques and strategies.
3. Highly developed project management skills, including demonstrated capacity to meet deadlines within a complex environment and provide high level briefings and advice to senior management in relation to project progress and associated issues.
4. Highly developed interpersonal, communication, decision-making, conflict resolution and negotiation skills, together with the proven ability to deliver comprehensive oral and written reports.
5. Demonstrated strategic, conceptual, analytical and creative skills together with high level experience and understanding of the complex environment within health services, and the specific impact on the broader political, social and organisational environment of Mental Health & Statewide Services in Tasmania.

6. Understanding of contemporary management principles including Work Health and Safety, Workplace Diversity, ongoing Quality Improvement together with knowledge of the current statutory requirements and Agency procedures or the capacity to acquire such knowledge.

### **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.