

Statement of Duties

Department of Premier and Cabinet

As at 22 December 2017

Position title:	Assistant Director
Position number:	001426
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream, Band 8
Division/branch/section:	Policy
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Employment status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Director (Policy)
Agency/Department values:	

DPAC values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent.

For more information about DPAC visit www.dpac.tas.gov.au

Division profile:

The key role of the Division is to assist the Premier and Cabinet to reach a balance between the social, economic, financial and political aims of the Government through high quality policy support including research, co-ordination, analysis and strategic advice.

To achieve this, the Division has specific responsibility for:

- providing high-quality policy services and support to the Premier and Cabinet;
- leading and supporting the development and implementation of whole-of-government processes and policies;
- managing and coordinating intergovernmental relations;
- managing and resolving urgent and immediate priority issues for the Premier; and
- working cooperatively with agencies to understand and deliver the Premier's and the Government's priorities.

The information dealt with is intrinsically broad based, varied and often complex and accurate assessment of the "political" sensitivity of matters arising is crucial.

The Division operates in a time critical environment with significant pressures arising from tight deadlines and periods of high demand.

Position objective:

To provide high-quality policy services and support to the Premier, Cabinet and senior managers on a broad range of complex policy issues, including initiating, leading and supporting the development and implementation of whole-of-government processes and policies that progress the Government's strategic direction.

As a member of the management team of the Division, assist with the management of financial and human resources of the Division to deliver initiatives, programs and projects.

Duties:

1. From a whole of government perspective and consistent with the strategic priorities of the Premier and of the Government, analyse, assess and make recommendations on policy proposals and initiatives.
2. Lead and manage staff within the Division to develop, implement and evaluate a broad range of policies, programs and initiatives in accordance with the Government's and the Premier's strategic priorities. Undertake day to day staff management responsibilities, including professional development and performance management of the Division's staff.
3. Support State Agencies to develop, implement and evaluate policies and initiatives that progress the Government's and the Premier's strategic priorities.
4. Liaise, consult and negotiate at chief executive and senior management levels with other Agencies (both State and Federal), local government, private enterprises and community organisations, as required.

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5. Represent the Division, the Department and/or the State government in intergovernmental and public forums.

Level of responsibility:

Acting with a high degree of autonomy, the Assistant Director is responsible for the provision of high level, authoritative advice and support to the Premier and Cabinet and senior managers on a broad range of policy issues and is expected to make a significant contribution to achieving the objectives of the Division and the Department.

Reporting structure:

The position operates with significant independence and autonomy with broad direction being provided by the Director, Policy Division.

Important correspondence, briefing papers and reports are cleared by Director, Deputy Secretary or Secretary.

Selection criteria:

1. Comprehensive understanding and extensive practical experience of policy development, implementation and evaluation processes in relation to complex issues.
2. Well-developed understanding of, and ability to work within, the political, social and organisation environment in which the Division operates.
3. Highly developed analytical and research skills including the ability to identify and focus attention on issues that are complex and often ambiguous, in a manner that leads to timely and actionable advice.
4. High level liaison, consultation and negotiating skills with the demonstrated ability to: resolve problems collaboratively; influence decisions; and persuade others to adopt a particular course of action.
5. Highly developed written communication skills enabling the production of documents that are concise, understandable to non-specialists and that develop persuasive, clear, accurate and logical arguments. Highly developed verbal communication skills with the ability to advise on complex matters to non-specialists.
6. Demonstrated ability to lead and motivate to gain the co-operation of others in achieving challenging, difficult and sometimes conflicting objectives. Demonstrated understanding of contemporary management techniques and practices.
7. High standard of integrity and professionalism that is consistent with the Department's values and promotes a positive workplace culture.

Desirable requirements:

Tertiary qualifications in a major policy field and demonstration of an advanced level of skills in analysis and comment.

Essential requirements:

N/A

State Service Principles:

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

Code of Conduct:

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

Workplace diversity:

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to high standards of performance in respect to work health and safety and managing diversity.

All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

Smoking is not permitted in the workplace or government vehicles.

Staff are also responsible for adhering to the instructions within the security plan and are expected to be pro-active in identifying threats in their workplace, in particular challenging or reporting anyone who is not properly identified within their workplace. All staff are to be familiar with and participate in all evacuation drills.

White Ribbon:

The Department is committed to providing a healthy and safe working environment for all employees and has a zero tolerance for violence, including violence against women.