

# Statement of Duties

## Department of Premier and Cabinet

As at 28 March 2018

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<b>Position title:</b>	Project Officer
<b>Position number:</b>	001223
<b>Award/Agreement:</b>	Tasmanian State Service
<b>Classification level:</b>	General Stream – Band 5
<b>Division/branch/section:</b>	Communities, Sport and Recreation Office of Aboriginal Affairs (OAA)
<b>Full Time Equivalent (FTE):</b>	Full Time
<b>Location:</b>	Hobart
<b>Position status:</b>	Permanent
<b>Ordinary hours per week:</b>	<b>36.75</b>
<b>Supervisor:</b>	Manager (OAA)

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### **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](http://www.dpac.tas.gov.au)

**Division profile:**

Communities, Sport and Recreation (CSR) delivers a number of whole-of-government programs aimed at increasing opportunities for participation and social inclusion as well as programs to address participation barriers for specific population groups.

The division focuses on building organisational and individual capacity including the development of Tasmania's high performance athletes through the Tasmanian Institute of Sport. The division delivers a wide range of grants to build community capacity to meet the community, sport and recreation needs of Tasmanians and uses its grants expertise to support achievement of government health and well-being priorities.

A key role of CSR is to provide policy advice and lead whole-of-Government policy initiatives to strengthen social and economic outcomes for population groups. The division supports a number of peak bodies and advisory structures that act as a link between particular communities and Government, and ensures that Government policy takes into account the views of the Tasmanian community.

**Position objective:**

Undertake research, analysis and development of policy and project issues and initiatives that are relevant to the Office of Aboriginal Affairs.

Contribute to the development of broad based authoritative advice and comment on relevant policy and project issues.

**Duties:**

1. In conjunction with senior staff, liaise and consult with other agencies (State and Federal), business and community organisations on issues related to the Office of Aboriginal Affairs as required.
2. Contribute to the development and implementation of policies and initiatives that progress the strategic direction and objectives of the Office of Aboriginal Affairs in collaboration with government agencies, non-government organisations, business and the community.
3. Provide research, analysis and advice on policy issues relevant to the Office of Aboriginal Affairs and the Communities, Sport and Recreation Division that contributes to solutions, proposals and recommendations.
4. Provide a range of written material, including discussion papers, guidelines, reports and advisory documents.
5. Assist in the delivery of designated projects and initiatives.
6. Represent the Department in a range of relevant forums.
7. Undertake other duties within this level and range of responsibility as directed.
8. Provide support to the Office of Aboriginal Affairs staff by assisting with research, project, policy and program management tasks as required.
9. Provide secretariat services to meetings for Branch staff as required including taking and the production of minutes, agenda preparation and monitoring follow-up action as required.

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### **Level of responsibility:**

Responsible for providing advice on issues with significant impact on the development and implementation of the Government's strategies relating to Aboriginal Affairs.

Decisions made are subject to review by the Manager, Office of Aboriginal Affairs. A high level of initiative and sound judgement is required.

Responsible for meeting deadlines and shifting priorities, in consultation with the Manager, and for seeking advice and direction when required.

Written material is generally subject to review by the Manager, Office of Aboriginal Affairs.

### **Reporting structure:**

There is minimal limited supervision on individual tasks with general direction provided by the Manager, Office of Aboriginal Affairs.

### **Selection criteria:**

1. High level interpersonal skills and experience in establishing and maintaining effective relationships with stakeholders at all levels.
2. Knowledge and experience in project management and the demonstrated ability to exercise sound judgement and provide effective solutions.
3. Comprehensive understanding of the Tasmanian Aboriginal community, its culture and aspirations and the ability to communicate effectively and appropriately with Aboriginal people, or the ability to quickly develop these skills.
4. Research, analytical and problem solving skills that contribute to the development of acceptable solutions within a complex political and organisational environment.
5. Ability to work collaboratively in a team to manage and coordinate a variety of tasks simultaneously, including the planning and completion of work activities within pre-determined timeframes.
6. Good written communication skills enabling the production of documents that are clear, logically argued, accurate and concise that are understandable to non-specialists. Ability to produce and disseminate information that is accessible by a wide range of audiences.

### **Desirable requirements:**

A current motor vehicle driver's licence.

### **Essential requirements:**

Aboriginality. The State Service Commissioner has determined that this is an Aboriginal identified position and that it will be filled in accordance with the Employment Direction No 10: Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

### **State Service Principles:**

Employees should familiarise themselves with the State Service Principles (view at [http://www.dpac.tas.gov.au/divisions/ssmo/legislation/state\\_service\\_legislation\\_overview](http://www.dpac.tas.gov.au/divisions/ssmo/legislation/state_service_legislation_overview))

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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 [http://www.dpac.tas.gov.au/divisions/ssmo/legislation/state\\_service\\_legislation\\_overview](http://www.dpac.tas.gov.au/divisions/ssmo/legislation/state_service_legislation_overview) 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.

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