

Department of State Growth

Statement of Duties

Position Title:	Policy Officer
Position number:	372066
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 5
Division/branch/section:	Industry and Business Development/ Industry Strategy, Planning & Coordination
Location:	Hobart
Employment status:	Full Time
Supervisor:	Assistant Director

Department's Role

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Position Objective

To support the development of policy and strategy initiatives within the Division by undertaking research, analysis, stakeholder consultation, regulatory/legislative development and project delivery. In this context, the role is accountable for providing sound advice to a range of stakeholders.

Major Duties

- Based on analysis, consideration and consultation with stakeholders, provide sound policy advice, proposals and recommendations on priority matters to the Agency and the Division. Outcomes are delivered in an accurate and timely manner.
- Undertake the development, implementation and review of state and national policy and/or strategies including stakeholder engagement and preparation of supporting procedures, regulation and legislation.
- Prepare official correspondence, minutes, briefing papers, reports and regulatory review documentation in accordance with the Agency's agreed standards of practice. This includes contributing to the preparation of responses and submissions to government and inter-governmental inquiries.

- Foster productive working relationships with stakeholders, including government agencies, private enterprise and industry organisations, to ensure that consultative processes and objectives are achieved and timeframes adhered to.
- In conjunction with the broader team, actively engage and contribute to the development of projects and business practices that enhance the quality of the Division's outputs. This is facilitated through participating in team discussions and contributing ideas for improving work practices consistent with the Division's objectives.

Scope of Work:

Under the general direction of the supervisor, the role is accountable for ensuring that work undertaken is thoroughly researched, well planned and produced in an accurate and timely manner. The role is faced with balancing a range of competing and conflicting work priorities that are regularly impacted by non-negotiable deadlines. This necessitates the occupant to engage with and effectively manage customer expectations.

It is an expectation that the occupant exercise initiative and operate with autonomy within the boundaries of the Agency's policies, frameworks and delegations. While they act independently in performing their core work functions, the occupant consults with the supervisor regarding allocated work that is non-routine, sensitive or high-risk in nature.

Keeping abreast of current and emerging trends, policy and legislative reforms is of critical importance as the role deals with stakeholders across a broad range of issues. In this context, the capacity to effectively communicate with people across and external to the organisation is key to success. It is an expectation that a professional 'can do' approach is achieved with authoritative advice being delivered.

The role is multi skilled in nature and could be flexibly deployed across the Division to meet business needs. The occupant must be flexible in the scope and range of activities performed to ensure that the Division achieves its objectives. This is key to the delivery of quality and strategically focussed policy initiatives that support performance and improvement across the Agency.

Selection Criteria:

The Department of State Growth insists on a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

1. Proven capability in research and analysis supported by the ability to conceptualise strategy and devise innovative yet practical solutions.
2. Demonstrated success in contributing to major Government policy reviews and/or reforms, supported by the capacity to exercise initiative and sound judgement.
3. High-level written communication capability, with demonstrable experience in writing strategy and policy papers that result in the production of clear, concise and accurate advice targeted to either specialist or non-specialist audiences.

4. Well-developed interpersonal and communication capability, including a strong track record in consulting and negotiating with stakeholders to achieve Agency objectives.
5. Proven capacity to work independently and to contribute to team projects.

Position Requirements

Pre-employment

- *Nil*

Essential

- *Nil*

Desirable

- *Nil*

Work Environment

The Department of State Growth is a values based organisation and we aim to attract, recruit and retain people who will uphold our values and are committed to building the culture we aspire to.

We are also committed to high standards of performance in relation to Workplace Health and Safety and Diversity Management. All employees are expected to participate in maintaining safe working conditions and practise, promote and uphold the principle of fair and equitable access to employment/promotion, personal development, training and the elimination of workplace harassment and discrimination.

The expected behaviours and performance of the Department's employees and managers are governed by the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [State Service Management Office \(www.dpac.tas.gov.au/divisions/ssmo\)](http://www.dpac.tas.gov.au/divisions/ssmo)

The Department is a smoke-free environment.

Office based environment, some intrastate travel may be required.
