DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Tobacco Projects Officer |
| **Position Number:** | 522151, 527049 |
| **Classification:** | General Stream Band 6 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Community, Mental Health and Wellbeing - Public Health Services  Partnership Development |
| **Position Type:** | Permanent/Fixed-Term, Full Time/Part Time |
| **Location:** | South, North, North West |
| **Reports to:** | Manager - Partnership Development |
| **Effective Date:** | December 2021 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Desirable Requirements:** | Relevant tertiary qualifications |

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

### Primary Purpose:

As a member of Partnership Development, promote a population health approach to improving health and wellbeing and reducing health inequities through the development of policy and strategic frameworks, research, education and training, project development and evaluation.

Facilitate the development, implementation and evaluation of initiatives, policies, and programs to decrease tobacco use and optimise the health and wellbeing of the Tasmanian population.

Work closely with other government agencies, non-government agencies and other stakeholders to identify and develop strategies to progress state and national priorities related to reducing tobacco-related harm.

### Duties:

1. Facilitate the development and implementation of evidence informed policies, systems and services through collaboration, research, planning and evaluation across the Agency, Government, and community sectors.
2. Provide high level advice to Public Health Services and other areas of the Agency, Government and community sectors about issues relating to population health approaches to reducing tobacco use.
3. Promote, coordinate, manage and support strategic initiatives relevant to population health approaches to reducing tobacco use.
4. Disseminate, promote, and contribute to new knowledge about population health approaches to reducing tobacco use.
5. Establish and maintain links and collaborative partnerships across State and Commonwealth governments and community sectors.
6. Represent the Agency at relevant State and National forums, as appropriate.
7. Develop, manage, monitor, and evaluate Service Agreements and provide support and advice to relevant community sector organisations and other stakeholders.
8. Undertake planning, evaluation, capacity building and development activities to build an evidence base and reduce tobacco usage in Tasmania.
9. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
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.

### Key Accountabilities and Responsibilities:

The Tobacco Projects Officer will work with considerable independence on a statewide basis with limited supervision from the Manager - Partnership Development.

The occupant will:

* Coordinate evidence informed policy, systems and service developments through collaboration, research, planning and evaluation across the Agency, Government, and community sectors.
* Provide timely and accurate reports, briefings and ministerial correspondence on issues relating to preventive health, health promotion and healthy equity.
* Represent the Agency at relevant State and National forums, as appropriate.
* Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
* Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
* Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

### Pre-employment Conditions:

*It is the Employee’s responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated significant expertise and/or in-depth experience in the development and implementation of project/policy related work, together with the ability to take initiative in undertaking daily tasks and meeting deadlines within a complex environment subject to work pressures and change.
2. High-level knowledge of current political, social, community and health service issues relevant to population health approaches to reducing tobacco use and other associated strategies for the improvement of health outcomes related to tobacco usage.
3. Proven experience and ability to plan, implement and evaluate strategies to achieve outcomes related to population health approaches to reducing tobacco use.
4. High level oral and written communication skills, including the ability to prepare written reports and policy documentation, facilitate meetings, deliver public presentations, together with the ability to represent the Agency on a range of committees and forums.
5. High level understanding of a variety of consultative mechanisms and a demonstrated ability to liaise, communicate and negotiate with, a diverse range of people, both within other Government and community organisations, and with all levels of staff within the Agency.
6. Demonstrated ability to work independently, and as part of a team, to identify issues and provide recommendations and solutions to achieve service delivery objectives.

### Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000.* The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).