

Statement of Duties

Department of Premier and Cabinet

As at August 2022

Position title:	Senior Policy Analyst, Aboriginal Partnerships
Position number:	003225
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 7
Division/branch/section:	Community Partnerships and Priorities/ Aboriginal Partnerships
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Position status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Director Aboriginal Partnerships

Agency/Department values:

Department of Premier and Cabinet (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

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Division profile:

The position is located within the Community Partnerships and Priorities (CPP) Division of DPAC. The CPP incorporates the Office of Aboriginal Affairs, Disability and Community Services, Policy and Programs and Child and Youth Wellbeing.

The Premier's Vision for Tasmania is a place where everyone feels valued, included, encouraged and supported to be the best they can be. In achieving this the Premier has committed to lead a government with heart, one that listens to Tasmanians' needs and ensures Tasmanians' priorities continue to be government priorities.

The Aboriginal Partnerships Division in DPAC assists the Premier and Ministers to fulfill this vision by ensuring voice of Tasmanians is at the centre of community partnerships and priorities and transforming traditional ways that Government works with Tasmanian communities.

Position objective:

Undertake major policy research, analysis, development, implementation and review in relation to policies at a strategic level. To provide broad based authoritative policy advice and comment from a Government-wide perspective – to Aboriginal People.

This position will play a lead role within the Aboriginal Partnerships Division within the Office of Aboriginal Affairs in delivering Tasmanian Government's significant Aboriginal Affairs agenda.

Duties:

1. Research, analyse and assess a variety of policy proposals from the perspective of the Government's strategic directions and priorities, and provide solutions, proposals, and recommendations about Aboriginal and Torres Strait Islander people.
2. Develop and implement policies that progress the Government's strategic directions and priorities - in collaboration with government agencies, non-government organisations, business and the community. This may require facilitation and leadership including negotiation of agreed positions within defined parameters.
3. Monitor the implementation and impact of strategic or whole of government policies – particularly in regard to the Aboriginal and Torres Strait Islander population group.
4. Liaise, consult and negotiate at senior management level with other spheres of government (Commonwealth State, and Local), private enterprise and Aboriginal community-controlled organisations.
5. Undertake research, analyse policy developments in other jurisdictions and advise on implications.
6. Prepare complex submissions, briefings, correspondence and reports on agency, whole-of-government and inter-governmental issues.
7. Act as team leader for designated projects, programs and initiatives of significance

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8. Represent the Department in a range of relevant forums.
9. 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.

Level of responsibility:

Responsible for providing authoritative advice about issues with a significant impact on policies adopted by the Government and which may affect all agencies, with particular regard to the Aboriginal and Torres Strait Islander people.

Liaison, consultation and negotiation may be conducted at senior management level with other agencies and organisations.

Team leadership role for designated policies and projects, including responsibility for managing staff.

Meeting deadlines and dealing with shifting priorities are frequently required.

Reporting structure:

The position reports to the Director Aboriginal Partnerships.

Decisions taken as a result of advice given will have significant impact on the State and have direct consequences for achieving the policy objectives of the Government.

Selection criteria:

1. Comprehensive knowledge and understanding of Tasmanian Aboriginal people and culture and a strong demonstrated ability to communicate effectively and appropriately with Aboriginal people.
2. Comprehensive understanding and practical experience of policy development, the machinery of government and political processes including current government policies and initiatives about Aboriginal and Torres Strait Islander people. Understanding of the political, social and organisation environment in which the Office of Aboriginal Affairs and the Division operates.
3. Detailed knowledge and understanding of the principles and practices of contemporary strategic planning, project management and policy implementation processes. Project management and leadership skills enabling effective management of complex projects and the capacity to take a leading role in the development of directions taken in the Division and consideration of policy issues.
4. Extensive analytical and research skills and the capacity to think strategically in circumstances where information may be unclear or is not readily accessible, a wide variety of outcomes are possible, and recommendations may result in the adoption of new policies, programs, and practices.
5. Evidence of creativity and initiative with demonstrated ability to develop innovative and practical solutions to problems and to manage critical issues consistent with Government strategies and objectives.

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6. Skilled communicator, with the ability to communicate and provide authoritative advice on complex matters to non-specialists; well-developed liaison, consultation and conflict resolution skills, including the ability to persuade others to adopt a particular course of action where there may be conflicting interests; presentation and negotiating skills; and capacity to represent the department/government in public forums.
7. Highly developed written communication skills enabling the production of documents that are concise, understandable to non-specialists and which develop persuasive, clear, accurate and logical arguments.
8. Well-developed self-management skills with the ability to plan, organise and prioritise workload and demonstrate commitment to task completion.

Desirable requirements:

Tertiary qualifications and/or experience in analysis and comment.

Essential requirements:

- Ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples and a knowledge and understanding of contemporary Aboriginal culture and society, under *Employment Direction No. 10, Aboriginal and Torres Strait Islander Employment in Tasmanian State Service*.

State Service Principles and Code of Conduct

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.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working environment

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

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

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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 sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.