

Statement of Duties

Department of Premier and Cabinet

As at October 2024

Position title:	Team Leader – Secretary Support
Position number:	000398
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 6
Division/branch/section:	Office of the Secretary
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Position status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Manager, Secretary Support and Workflow

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

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Division profile:

Executive Government Services within the Office of the Secretary provides strategic advice on, and management of, ministerial and departmental correspondence flow for DPAC's Secretary, Ministers and the Premier. It provides a high level executive support and issues management to the Secretary and Head of the State Service. Executive Government Services provides executive support to key Governance bodies and meetings, including DPAC's Executive Committee, regular meetings with the Premier and Ministers, and the whole-of-government Secretaries Board. The division manages key internal projects and programs including Parliament and Budget Estimates preparation. It also manages programs of work on behalf of the Secretary relating to diverse priorities, such as supporting women in leadership in the State Service.

Position objective:

Lead direct support to the Secretary, Department of Premier and Cabinet, and Head of the State Service including high level diary, invitation, correspondence and meeting management. Manage small projects, and draft correspondence and documentation such as Minutes and Issues Briefs for the Secretary. Liaison and negotiation across the Department and Government, on behalf of the Secretary, is required on complex and sensitive matters. More information is provided in the Duties section.

Duties:

1. High quality management of the Secretary's and HOSS diary, invitations, email and correspondence, including triage of requests and issues.
2. Setting and maintenance of processes and procedures as they relate to the efficient and effective management of the Secretary's diary, invitations, papers, meetings and emails.
3. Completion of often highly sensitive projects within tight timeframes, including research and analysis of specific issues and contribution to solutions, proposals and recommendations.
4. Lead the administration of high level meetings, including taking concise, high quality minutes and ensuring actions are allocated and followed up in a timely way.
5. Prepare communications and correspondence to high level for diverse stakeholders.
6. Provide specialist advice to the Secretary, Premier's Office, other Ministerial Offices and the secretariats of other Departments on matters related to the Secretary / Executive Government Services.
7. Build and maintain relationships across DPAC, the Tasmanian State Service, and with Ministerial Offices
8. 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.

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Level of responsibility:

Responsible for decisions around the day to day operations of the Secretary Support team.

Represent the Secretary's office in liaison, consultation and negotiation both with DPAC and with other departments, the Premier's Office and Ministerial Offices. Problem solve to produce fit for purpose outcomes to complex issues.

Provide advice which is appropriate, timely and accurate. Time constraints may have a significant impact on the work undertaken. Make sound judgements in an environment of ambiguity and change.

Maintain confidentiality appropriate to high security documents and conversations.

Reporting structure:

The Team Leader – Secretary Support reports to the Manager Secretary Support and Workflow.

Broad objectives and policies are established by the Manager, Director Executive Government Services and the Associate Secretary/ Secretary.

There is limited supervision of individual tasks and a high degree of autonomy. There is, however, regular contact with the Manager and Director and open lines of communication. High level ability to manage up using a risk lens on issues is required.

Selection criteria:

1. A high level understanding of Government portfolios and priorities, the functions of Departments and Ministerial Offices, and the Parliament.
2. Very high level executive support skills including experience in or understanding of the principles of the management and organisation of an Executive's Office.
Commitment to continuous business process improvement.
3. Highly developed written communication skills. Proven ability to research, analyse and produce documents from scratch that are clear, accurate and concise.
4. Confident, high level interpersonal skills enabling the development and maintenance of a network of diverse stakeholders. Able to communicate persuasively at very high levels and facilitate discussion to gain information or clarify issues.
5. Autonomously able to plan, organise and prioritise own workload, and co-ordinate the work of others. Able to be flexible, complete tasks within tight timeframes in a complex, ambiguous environment.

Desirable requirements:

Tertiary qualification in a relevant discipline and / or significant experience in a Government Executive Office environment.

Essential requirements:

N/A

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 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.

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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.