

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Planning, Policy and Projects Consultant
Position Number:	517260, 523466
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Policy, Purchasing, Performance and Reform – Health Planning Strategic Planning, Projects and Engagement
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Statewide Manager - Strategic Planning, Projects and Engagement
Effective Date:	July 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 the Strategic Planning, Projects and Engagement within Health Planning, the Planning Policy and Projects Consultant will provide a high-level consultancy service in the key areas of project management, policy development and planning and evaluation including:

- Coordinating and supporting health planning reform projects including significant Strategic Planning, Projects and Engagement projects.
- Developing, coordinating and managing contracts and funding agreements managed by the Strategic Planning, Projects and Engagement team.
- Facilitating and leading the development and review of policies relating to health planning Strategic Planning, Projects and Engagement.
- Facilitating and leading the development of high-quality planning processes within Health Planning.
- Working with other Departmental units on activities related to health planning including Strategic Planning, Projects and Engagement.

Duties:

1. Provide advice and guidance to key clients including the Statewide Manager - Strategic Planning, Projects and Engagement and Director, Health Planning and other staff as appropriate, in relation to contract and funding agreement management, project management, policy development and planning and evaluation.
2. Lead, facilitate and support the development and use of project management principles and practice.
3. Support the Service Innovation Statewide Manager - Strategic Planning, Projects and Engagement in facilitating the development, implementation and review of major policy, planning and reform initiatives.
4. Lead, facilitate and support the development and use of systematic planning and evaluation processes related to Strategic Planning, Projects and Engagement.
5. Maintain a high level of knowledge regarding national and international Strategic Planning, Projects and Engagement trends, policy directions and best practice models; identify and investigate implications of these developments for Tasmanian services and develop appropriate strategies in consultation with key stakeholders.
6. Prepare syntheses of complex policy directions for staff in the Group and Agency and provide recommendations regarding the Agency's response.
7. Facilitate clear communications with all stakeholders including the development of high-level position papers, reports and briefing notes.
8. 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.
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.

Key Accountabilities and Responsibilities:

Under the broad direction of the Statewide Manager - Strategic Planning, Projects and Engagement, the Planning Policy and Projects Consultant is responsible for:

- Providing advice and guidance and support services to senior managers.
- Supporting the development of effective planning and evaluation processes Strategic Planning, Projects and Engagement and in the Health Planning business unit as required
- Coordinating key service planning and design projects.
- Providing policy advice in relation to the development of Strategic Planning, Projects and Engagement in Tasmania.
- Championing 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, exercising 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.

- Complying 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:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated high level consultancy, communication and negotiation skills, including the ability to maintain networks and liaise with senior managers and external stakeholders.
2. Demonstrated ability to research, prepare, present and evaluate reports and submissions, together with the capacity to negotiate the outcomes at senior management levels.
3. Experience in and knowledge of contemporary project management theory and practice.
4. Demonstrated understanding of and experience in the development and implementation of policy initiatives with particular reference to Strategic Planning, Projects and Engagement.
5. Demonstrated understanding of contemporary approaches to planning and evaluation, with particular reference to health services.
6. Proven ability to work as part of a team and across teams and be adaptable and flexible in order to achieve results in an environment of change, ambiguity and pressure.
7. Demonstrated understanding and knowledge of the Australian and Tasmanian health care system.

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](#).