

Department of State Growth

Statement of Duties

Position Title:	Program Manager – ICN Tasmania
Position number:	005650
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 7
Division/branch/section:	Economic Development Advanced Manufacturing and Defence Industries
Location:	South or North
Employment status:	Fixed Term
Supervisor:	Senior Director, Major Clients

Position Objective

Deliver economic growth and benefits through leading the provision of support and assistance to government, business and industry to maximise employment, investment, and growth outcomes. This will be achieved through implementation and delivery of selected strategies and programs in accordance with the Government's economic objectives, particularly through the management and delivery of Industry Capability Network Tasmania (ICN Tas).

The position will support and lead activities to deliver ICN Tas services. As a senior leader within the Advanced Manufacturing and Defence Industries unit (AMDI), this role contributes to the delivery of state-wide Advanced Manufacturing policies and initiatives. As part of a national network of supply chain specialists, ICN Tas identifies and coordinates local business capabilities to meet project proponent requirements across Australia.

The Program Manager – ICN Tasmania is primarily responsible for the management of a team to liaise with a wide range of strategic internal and external partners and key stakeholders, with a view to increasing Tasmanian industry's participation in local, national and global supply chains. This position will be responsible for delivering on the strategic objectives of ICN Tas, building and managing relationships within the broader ICN National body and supporting the activities and delivery of outcomes for the broader AMDI and Major Client teams.

Major Duties

- Operational responsibility for the management and strategic direction of ICN Tas, along with government stakeholder and major client engagement. Provide ongoing management and leadership to the ICN team, along with guidance around activities and tasks. In collaboration with the Director, Advanced Manufacturing and Defence Industries, manage team and individual performance and learning.
- Contribute to, facilitate and support the development and maintenance of a strong and supportive team culture across AMDI and Major Client Business Units.

- Proactively initiate and provide high level strategic advice to the Senior Director Major Clients, and Director, Advanced Manufacturing and Defence Industries and identify, analyse, develop and implement plans, projects and initiatives that underpin the delivery of the ICN program in Tasmania.
- Maximise collection and storage of Tasmanian business data, through engaging with business, industry and broader stakeholders, with the aim to ensure that local supply chains are advanced and used in projects as much as possible. Ensure data collection and reporting methods, and process design and implementation are fit for purpose to achieve these objectives.
- Design and deliver presentations and promotional activities to business and project proponents on the functions and advantages of ICN Tas, including following through on outcomes and activities.
- Prepare and contribute to a wide and diverse range of written documentation including correspondence, board papers submissions, ministerial briefings, reports and plans to a high standard, and present material as required. Support ICN Tas and other team members to deliver high quality documentation and other products for consideration.
- Contribute to corporate planning, policy and procedure development for AMDI and Major Clients, including input into the preparation and administration of budgets on approved programs and projects.
- Build, maintain and facilitate a strong network with key stakeholders across the ICN Tas and ICN National teams, and work in partnership with other State Growth business units and other tiers of government to ensure the effective referral of clients to other assistance. Develop and implement new programs, processes and management systems as required. This includes representing State Growth at a high level in the private and public sectors.
- Assist to implement the State-wide Advanced Manufacturing Action Plan and Tasmanian Defence Industry Strategy.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The Program Manager – ICN Tasmania will receive broad direction from the Senior Director, Major Clients and is required to be proactive and work autonomously and independently, and to function without the necessity for day-to-day supervision to achieve outcomes.

The Program Manager – ICN Tasmania has operational responsibility in the management and delivery of industry development projects, programs and client activities consistent with the long-term objectives of State Growth and the Government. The occupant is expected to set work priorities for themselves and direct reports and exercise initiative and judgement to effectively achieve business unit objectives. The Program Manager – ICN Tasmania is responsible for ensuring that all work completed by all unit employees is thorough, well researched, accurate and timely, with the highest level of technical competency and requiring minimal review and revision.

The Program Manager – ICN Tasmania works closely with the other national ICN offices, other relevant Government agencies, Government Business Enterprises and other relevant industry bodies.

The position has responsibility and autonomy in the management and delivery of industry

development projects, programs and client activities consistent with the long-term objectives of the Department of State Growth and Government policy. The position has responsibility for Management of ICN Tas employees, including work allocation and performance management.

Selection Criteria (Knowledge and Skills):

- A well-developed knowledge of the capacity and capability of Tasmanian businesses in the manufacturing, construction and services sector, or ability to quickly acquire that knowledge, along with a well-developed knowledge of current major projects, and procurement and supply chain entities across the State.
- High level expertise in the identification, analysis and assessment of opportunities across the multiple sectors within which ICN Tas conducts daily business, including a demonstrated understanding of the methods and strategies available to generate data around, and record these opportunities.
- High level interpersonal, written and verbal communication skills, including demonstrated capacity to:
 - build and maintain strategic partnerships and develop client networks to obtain results;
 - communicate complex information to non-specialists, formulate and present business cases, and to influence and listen to others and respond appropriately and
 - represent the Agency, liaise and work collaboratively with both internal and external stakeholders, negotiate appropriate outcomes, and resolve conflict effectively.
- Using developed research, analytical and judgement skills, provide professional and strategic business analysis, assessment of risk, and contract management services including the assessment of bids within major companies and the development of strategic options that relate to the assessment of project and procurement requirements, supply capacity and supplier facilities.
- Highly developed leadership and management skills with proven ability to create a shared commitment to successfully achieving organisational goals, to foster and ensure the motivation and professional development of team members and the capacity to promote and work constructively in a values-based organisation. This includes demonstrated skills in the effective management of performance.
- Demonstrated capacity to be adaptable and flexible in achieving results, and to plan, organise, schedule and deliver own outputs and those of a team within set timeframes in a complex and changing environment to achieve results.

Position Requirements

Pre-employment

- Nil

Essential

- A current drivers licence

Desirable

- Relevant tertiary or industry recognised qualifications and/or professional affiliations.

Working at State Growth

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.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)