

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Project Officer - AOD Reform Agenda
Position Number:	525383
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing Mental Health, Alcohol and Drug Directorate
Position Type:	Fixed-Term, Full Time
Location:	South
Reports to:	Senior Project Officer - AOD Reform
Effective Date:	August 2022
Check Type:	Annulled
Check Frequency:	Pre-employment

Note: 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:

The Project Officer - AOD Reform Agenda is expected to work collaboratively with other team members and with key stakeholders from within SMHS and ADS, the non-government AOD sector, and other identified key stakeholders to support the implementation of the AOD Reform Agenda and the planning, coordination, development, monitoring and evaluation of specific projects arising from the implementation of the AOD Reform Agenda.

Duties:

1. Lead and undertake specific strategic projects or sub projects that contribute to the successful implementation of the AOD Reform Agenda Work collaboratively with other team members on the development, implementation and monitoring of detailed project plans and outputs of the AOD Reform Agenda and specific projects to ensure that milestones, key performance indicators, resources and project activities align with those identified.
2. Lead change management tasks including identifying, developing and maintaining effective relationships with all key stakeholders to ensure they are engaged and involved in the co-creation and collaborative implementation of the AOD Reform Agenda and related projects.
3. Regularly review and track the project progress against milestones to ensure operational and clinical impacts, changes and improvements are identified, discussed, consulted on and included in the change management approach.
4. Work collaboratively with staff responsible for other aspects of SMHS reform projects to ensure that the delivery of strategic reform programs is consistent and integrated across SMHS.
5. Undertake research and analysis including reviewing and monitoring applicable international, national and local examples of best-practice, frameworks, guidelines, models of care, policies and procedures applicable to the Tasmanian AOD treatment sector and the AOD Reform Agenda.
6. Develop, produce and prepare high level briefings, reports, plans, business documentation, submissions and correspondence as required.
7. Represent the AOD Project Team in stakeholder forums, on committees and working groups as required.
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.

Key Accountabilities and Responsibilities:

The Project Officer - AOD Reform Agenda will work collaboratively with other team members and under the overall direction of the Senior Project Officer. The position will:

- Exercise sound judgement and initiative, work with minimal supervision and demonstrate autonomy in day to day activities
- Maintain the highest standards of quality, accuracy and timeliness of information and advice.
- Develop and maintain effective relationships with and between internal and external stakeholders.
- Provide high level authoritative advice and analysis.
- 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.
- 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.

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 knowledge of and experience in public policy analysis, development and implementation, strategic planning, research and evaluation.
2. Demonstrated high level project management and organisational skills including the ability to formulate and manage complex and diverse projects, and demonstrated ability to meet agreed time, cost and quality outcomes.
3. Demonstrated high level verbal and written skills with the ability to communicate, consult and liaise with a wide range of stakeholders, confidently and clearly convey ideas and information, prepare complex documentation including high level correspondence, submissions, project plans, briefings and reports, and to negotiate differing opinions.
4. Demonstrated ability to think strategically, be analytical and creative and to analyse and understand the complex organisational, social, economic and political factors that impact on and inform strategic policy and project development and implementation.
5. Demonstrated high level ability to establish and maintain effective networks and partnerships with a wide range of stakeholders with differing opinions, including within the Agency, with the Tasmanian Health Service, other Agencies and levels of government, community sector organisations, consumers and carers.
6. Demonstrated high levels of personal resilience, flexibility, perseverance and coping skills, and ability to work as an effective member of a high performing team including the ability to provide advice and support to other team members, as well as the ability to work under pressure and autonomously when required.

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 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](#).