

Department of State Growth

Statement of Duties

Position Title:	Manager Strategic Programs
Position number:	372907
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 8
Division/branch/section:	Strategy, Housing, Infrastructure and Planning/Infrastructure Tasmania
Location:	Hobart or Launceston
Employment status:	Flexible
Supervisor:	Director, Infrastructure Strategy, Policy and Partnerships

Position Objective

The position is responsible for effective delivery of programs of infrastructure work and activities of strategic importance to the Tasmania government through Infrastructure Tasmania . The outcomes are delivered by the individual or through a team by providing leadership on project management, policy development, stakeholder engagement and maintaining collaborative working partnerships

Major Duties

- Provide high-level strategic advice and recommendations to the department on all aspects of assigned programs , including developing strategic approaches to project management and delivery, procurement strategies, contract administration, grant deed management, and developing risk management strategies.
- Establish and maintain close working relationships with program partners and project consultants to ensure a strong joint commitment to the success of program and projects.
- Manage resources and oversee all phases of the program and projects, including briefing and managing consultants, critical review of contract documentation, contract administration and certification of payments in accordance with industry standards and quality assurance principles with specific emphasis on the management of value, risk, probity and process.
- Manage the financial, information, human and physical resources of program and projects in accordance with Government and Departmental policies, guidelines and directions and ensure that defined and agreed outcomes are delivered.
- Manage grant deed development and reporting, including critical review of documentation, administration and certification of payments in accordance the deed

terms and conditions with consideration of industry standards and quality assurance principles ensuring that the risks and processes are managed efficiently and effectively.

- Brief Ministers, Heads of Agency, Sponsors, and other stakeholders and represent the Agency in high-level interdepartmental forums as required.
- Engage and provide strategic direction to key consultants.
- Support Project Steering Committees and Working Groups so that timely decisions are made to ensure the successful delivery of the program and projects and Tasmanian Government Commitments.
- Other duties as required by the Director, Infrastructure Strategy, Policy and Partnerships.

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

The Manager Strategic Projects will work under the broad direction of the Director, Infrastructure Strategy, Policy and Partnerships largely autonomously with a high degree of self-motivation and independence. The occupant will be responsible for the efficient and effective management and implementation of the agreements relating to the key strategic projects, and the provision of advice to senior management in assisting the Tasmanian Government to fulfil its contractual obligations related to the projects.

The occupant is expected to exercise initiative, a high degree of judgement in the determination of strategies, priorities, work standards and allocation of resources and to comply with legislative, regulatory and government mandated frameworks.

Selection Criteria (Knowledge and Skills):

1. Extensive experience in managing complex public sector programs and projects – including rehabilitation, and building and construction projects..
2. Excellent strategic, conceptual and creative skills, with the ability to develop and make sound judgements about departmental strategies at a senior level and resolve relevant and key contractual and commercial implementation issues, including seeking advice as necessary.
3. Outstanding communication, negotiation, liaison, consultancy, conflict resolution skills, and influencing skills, with the demonstrated capacity to deliver a high standard of client service and the ability to negotiate and work collaboratively with stakeholders, consultants, and contractors.
4. Highest level research, analytical and evaluation skills with the ability to resolve critical and complex issues, and develop strategic approaches, together with a demonstrated ability to prepare, present and evaluate high level project-related reports and submissions to Executive level that analyse information and recommend appropriate actions.

Position Requirements

Pre-employment

- Nil

Essential

Desirable

- Nil

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)
