

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Principal Policy Officer
Position Number:	514028
Classification:	General Stream Band 7
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:	Permanent, Full Time
Location:	South
Reports to:	Manager, Policy and Projects
Effective Date:	December 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Relevant qualification from a recognised institution or equivalent experience
Position Features:	Some intrastate/interstate travel may be required

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:

The Principal Policy Officer is responsible for:

- Providing high-level analysis, strategic advice, leadership and direction, in the planning, development, implementation, management and delivery of key strategic policy, programs and initiatives related to Statewide Mental Health Services (SMHS), alcohol and other drugs (AOD) and the mental health community sector.
- Working collaboratively with other team members in the Directorate, and with key stakeholders within SMHS, AOD and the mental health community sector including peak bodies, the Alcohol Tobacco and Other Drug Council (ATDC), the Mental Health Council of Tasmania (MHCT), and other key stakeholders to support the implementation of SMHS reform agendas.

Duties:

1. Develop and undertake detailed policy analysis and provide high level strategic advice to senior management of the Directorate, SMHS, the Department of Health (DoH), other Agencies and community sector organisations, as appropriate.
2. Work in collaboration with the General Manager, the Manager, Policy and Projects, and senior management of SMHS to coordinate, develop, implement and monitor SMHS and AOD strategic policy and frameworks, undertaking relevant in-depth and complex research as needed.
3. Coordinate and maintain knowledge of key international, national and local research, evidence and other factors affecting the strategic policy environment, including identifying strategic policy issues relevant to SMHS and AOD and recommending options and solutions for the implementation of new procedures, policies, and strategic plans.
4. Prepare high-level and complex reports, briefings, submissions, research papers and correspondence, in consultation with the Manager, Policy and Projects.
5. Lead project management services, including the development of complex project related documentation, identification processes and engagement of stakeholders.
6. Represent the Directorate and the DoH nationally and within the State on committees, working parties and other groups as required.
7. 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 Principal Policy Officer will work under broad direction of the Manager, Policy and Projects. The occupant is responsible for:

- Undertaking detailed and high level analysis, including developing, implementing and monitoring programs and projects of a strategic nature across SMHS and AOD.
- Providing expert advice in relation to mental health, AOD and suicide prevention policy.
- Working independently, exercising a high degree of judgement and initiative, and operates with minimal supervision in day to day activities.
- Developing and maintaining effective relationships with, and between, internal and external stakeholders, including working collaboratively with team members in the Directorate, across the Agency, and SMHS.
- Liaising with senior management within the DoH, other Agencies and community sector organisations as required.
- 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.
- Actively participating in and contributing 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. Extensive specialist knowledge and experience in public policy analysis, including the development and implementation, strategic planning, research and evaluation of policy related work within a complex organisational environment.
2. High level interpersonal skills, including verbal and written, with the ability to effectively engage and collaborate with staff at all levels to achieve organisational outcomes, and proven capacity to represent the Agency on relevant committees and in other forums.
3. High level conflict resolution and negotiation skills, including experience conducting and committing to negotiated outcomes.
4. Demonstrated high level project management and organisational skills, including the ability to formulate and manage complex and diverse projects, including determining milestones and objectives, and providing solutions and recommendations that support service delivery outcomes.
5. Proven experience in providing a high level of initiative, adaptability and flexibility, together with the ability to deal with pressure, balance competing interests and stakeholder views, and positively manage change and adapt to new situations.
6. High level knowledge and understanding of the political, social and organisational environment including Agency sectors and the interrelationship between Commonwealth and State Governments and service providers.

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](#).