

## The Department of Justice

### Aim

A safe, fair and just Tasmania.

### Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system
- protecting and respecting rights
- improving laws
- influencing positive behaviour and enforcing responsibilities

Visit the [Department of Justice website](#) for more information.

### Working at Justice

#### State Service Principles and Code of Conduct

Employment in the State Service is governed by the [State Service Act 2000](#). Both employees and officers are required to uphold and comply with the [State Service Principles \(Section 7\)](#) and the [Code of Conduct \(section 9\)](#). Officers and Employees who are found to have breached the Code of Conduct may have sanctions imposed.

#### Our Values

At DoJ we are a values based Agency. We aim to attract, recruit and retain people who uphold our values. We actively work each day to support and encourage our people to uphold our values.

We act with **Integrity** **Respect** **Accountability** Our workplaces are **Inclusive** **Collaborative**

#### Safe Workplaces

All employees are expected to contribute to maintaining safe working conditions and practices. They are expected to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training, be aware of their rights and responsibilities under the Tasmanian [Anti-Discrimination Act 1998](#) and contribute to the elimination of workplace harassment and discrimination.

We have a zero tolerance to violence, including violence against women and any form of family violence. We take an active role in supporting employees and their families and are committed

to providing a workplace that promotes their safety and provide the flexibility to support employees to live free from violence.

Smoking is prohibited in State Government workplaces and vehicles.

## **Health, Safety and Wellbeing**

We are committed to promoting, achieving and maintaining the highest level of health, safety and wellbeing for our people. Every one of us is responsible for health and safety. We must work safely, protect the safety of other people and think about how our actions affect the safety and wellbeing of others in the workplace.

All employees are expected to participate in maintaining safe working conditions and practices in accordance with the [Work Health and Safety Act 2012](#).

We recognise the benefits of a healthy workplace. Our Wellbeing Program has been implemented to improve and support the wellbeing of our people. The program consists of a range of initiatives and activities which support wellbeing, including: health checks, online health assessments, flu vaccinations, step challenges and training.

## **Diversity and Inclusion**

We are committed to providing a diverse and inclusive workplace, enabling our people to reach their full potential. We recognise the strengths that diversity brings to both our work teams as well as to the Tasmanian community in our provision of services.

Our Agency offers inclusive and flexible work options including workplace adjustments to enable every employee to fully engage and excel in their role.

## **Developing our People**

Our people are expected to participate actively and constructively in performance development conversations. Both managers and employees have a responsibility to ensure they engage in regular performance development discussions. We recognise that performance development conversations are integral to an engaged and high performing workforce and where all our people have an opportunity to utilise their strengths in contributing to agency objectives and continuously improving and developing their skills, knowledge and experience.

## Divisional Information – Tasmanian Electoral Commission

The Tasmanian Electoral Commission (TEC) is an independent statutory body established under the *Electoral Act 2004*. The TEC is overseen by a 3 person Commission consisting of the Electoral Commissioner and two other members. The day-to-day management of the TEC is overseen directly by the Electoral Commissioner.

The TEC is linked to the Department of Justice through their provision of administrative support. As such, staff of the TEC are employees of the Department of Justice.

### Our Purpose and Vision

The purpose of the Tasmanian Electoral Commission is to provide independent, impartial and high-quality electoral services to the people of Tasmania.

The TEC's vision is to maintain confidence in the integrity of Tasmania's electoral processes and make it simple for people to understand and participate.

Further information on the TEC's Purpose, Vision and Values can be found [Here](#)

### Our Culture and our Values

The TEC is a values driven workplace with a strong culture of respect, collaboration and integrity, embracing an adaptable and supportive approach to electoral management.

### Our Political Neutrality

The TEC is a politically neutral workplace where all staff are expected to maintain a high standard of impartiality.

The TEC has been granted an exemption by the Anti-Discrimination Commissioner which allows for the consideration of a candidate's political affiliation or public support of political issues when determining whether or not they should be employed.

### Our Team

The TEC is a team of 15 permanent staff covering 6 key areas of Executive, Policy, Finance, Operations, IT and Communications/Administration. In the lead up to and during the conduct of major elections, the team is supported by experienced casual election staff.

TEC staff enjoy working in a collaborative manner, welcoming and valuing input from across the team.

### Our Core Business

The Commission and the Electoral Commissioner have statutory responsibilities for the independent and impartial conduct of elections and referendums.

The Commission undertakes the conduct of:

- House of Assembly elections, by-elections and recounts;
- Legislative Council elections and by-elections;
- Local Government elections, by-elections and recounts;
- State referendums;
- Local Government elector polls;
- the implementation of electoral boundary redistributions;
- Aboriginal Land Council of Tasmania elections;
- other statutory elections;
- semi-government and other elections conducted in the public interest; and
- public electoral information programs.

## Considerations for you

Working in the elections environment can be a challenging yet highly rewarding career where staff learn the “trade” of electoral management. It is appreciated that this environment may not be for everyone, so please consider the following:

- Outside of election periods our work environment is one of general administration, reviewing, planning, and preparing for future events.
- House of Assembly, Legislative Council and Local Government elections are intensely busy times with real pressures and immutable deadlines. All staff will experience long days and often weekend work.
- The 8 – 10 weeks of an election can be demanding and requires both physical and mental strength and resilience.
- Mostly during election time, some roles require irregular travel to other areas of the state. This is sometimes at very short notice, and often requires multiple nights away.

We welcome and encourage you to speak with the position contact person to discuss the role further.

For more information about the Tasmanian Electoral Commission please visit the [TEC website](#).