

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Project Support Officer - AOD Reform Agenda
<b>Position Number:</b>	525384
<b>Classification:</b>	General Stream Band 5
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing Mental Health, Alcohol and Drug Directorate
<b>Position Type:</b>	Fixed-Term, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Senior Project Officer - AOD Reform
<b>Effective Date:</b>	August 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	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 Support Officer - AOD Reform Agenda is expected to coordinate and support a range of project activities and work collaboratively with other team members and 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. Manage and coordinate the day to day administrative tasks associated with the implementation of the AOD Reform Agenda and related specific projects, including providing administrative project support to the AOD Reform Agenda Steering Committee and Working Groups as directed.
2. Provide project and operational support including assisting with the development of project management documentation, such as project plans, communications strategies, change management processes, risk and issue registers, reports and other documents relevant to the successful implementation of the AOD Reform Agenda, and related projects.
3. Prepare high level correspondence, project reports and submissions as required.
4. Develop, establish and maintain effective relationships with key stakeholders, to support the successful implementation of the AOD Reform Agenda and related projects.
5. Collect, collate and undertake high level analysis and qualitative assurance checks on a range of quantitative data and information on a regular basis to support the successful implementation of the AOD Reform Agenda and related specific projects.
6. Work collaboratively with various team members involved with other aspects of SMHS reform projects, to facilitate exchange of information and ensure that the delivery of strategic reform programs is consistent and integrated across SMHS.
7. Undertake research relevant to the AOD Reform Agenda to support informed decision-making and planning as directed.
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 Support Officer - AOD Reform Agenda works with substantial degree of independence and autonomy in the day to day activities, with overall direction and support from the Senior Project Officer and Project Officer.

The occupant:

- Exercises sound judgement and initiative, work with minimal supervision and demonstrate autonomy in day to day activities.
- Works collaboratively with other team members on the development, implementation and monitoring of detailed project plans and outputs.
- Maintains the highest standards of quality, accuracy and timeliness of information and advice.
- Develops and maintain effective relationships with and between internal and external stakeholders
- Where applicable, exercises 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.
- Complies at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participates in and contributes 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 well developed planning, organisational and coordination skills, together with experience in providing high level, contemporary project management support within a complex operating environment, and the ability to exercise initiative and effectively organise and set priorities to meet deadlines.
2. Demonstrated high level interpersonal skills as well as written and verbal communication skills, and commitment to consult with a broad range of internal and external stakeholders, together with the ability to produce a range of high-quality documents in a variety of communication formats for differing target audiences.
3. Demonstrated ability to research, investigate, interpret and analyse service, statistical, financial and business issues, identify opportunities and recommend actions to support organisational objectives.
4. High level computer skills including demonstrated experience in using internet/intranet web technologies, word processing, spreadsheets, database software and project management tools with a high level of accuracy.
5. Demonstrated 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](#).