

## Consumer, Building and Occupational Services

### Senior Policy Officer – Statement of Duties

#### Objective

As a senior member of the policy team, responsible for the suite of CBOS legislation, the position provides policy and procedural advice to the Assistant Director, Policy and Projects and the Executive Director. Undertake high level research to develop outcomes to support the ongoing development of the legislative framework. Provide advice to Industry Associations, peak bodies, practitioners, training providers and across specialised areas of the Output as required.

#### Duties

- Manage regulatory and policy projects related to Tasmania's building regulatory, occupational standards and consumer protection frameworks.
- Liaise and consult within the Department and with other government departments at state, local and territory and Federal level, as well as private enterprise, the non-government sector, professional associations and other key stakeholders to ensure their input into outcomes and outputs of the ongoing development of the building regulatory framework.
- Conduct research into emerging legal and policy issues relevant to the sector and maintain a watching brief on issues, trends and best practice and provide advice and recommendations to the Executive Director.
- Prepare documents for the Executive Director including correspondence, forms, communication material, Minutes, Cabinet Minutes, instructions for Parliamentary counsel and documentation, Executive Council papers and project and policy documents.

#### Level of responsibility

- Expected to exercise considerable independence and autonomy of action in achieving desired outcomes.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

#### Direction and supervision received

- The role is expected to use initiative and flexibility in undertaking work. The Assistant Director, Policy and Projects, will provide guidance and direction on more complex matters.

## Selection criteria

1. Knowledge and experience of the processes involved in the development and review of regulatory processes and an appreciation of the political and social context in which those processes operate.
2. High-level knowledge and understanding of building matters within Tasmania.
3. Demonstrated experience in the management and coordination of the development and implementation of projects and meeting timeframes.
4. Demonstrated ability to develop and formulate proposals and policies and communicate options to stakeholders.
5. Well-developed strategic, conceptual, research, analytical and creative skills, and the ability to develop and make sound judgments and recommendations.
6. High level interpersonal skills, including communication, consultation, negotiation, and conflict resolution skills, and the capacity to represent the Agency in a variety of forums at local state and national level.
7. Proven self-management skills and the ability to plan, organise and prioritise concurrent tasks to meet deadlines.

## Essential requirements

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption (details below).

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

### 1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

### 2. Exceptional circumstances

Demonstrated to the satisfaction of the Head of Agency.

### **Desirable requirements**

- Tertiary qualification in law, public policy, building or other relevant discipline.

### **Pre-employment Checks**

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

#### **1. Pre-employment checks**

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

2. Disciplinary action in previous employment.

3. Identification check.

## Position Summary

<b>Title</b>	Senior Policy Officer
<b>Number</b>	357287
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 6
<b>Division</b>	Regulation and Service Delivery
<b>Full Time Equivalent</b>	1.0
<b>Output Group</b>	Consumer, Building and Occupational Services
<b>Branch</b>	Policy and Projects
<b>Supervisor</b>	Assistant Director – Policy and Projects
<b>Direct Reports</b>	Nil
<b>Location</b>	Rosny or Launceston
<b>Position category and funding</b>	T190