

Principal Project Officer

Statement of duties

Position number	724404
Location	Hobart
Division	Corporate and Governance
Branch	Office of the Secretary
Award	Tasmanian State Service Award
Classification	General Stream, Band 6
Immediate supervisor	Assistant Director, Office of the Secretary
Employment conditions	Fixed Term
Hours per week	Flexible up to 22.05

Branch responsibilities

The primary responsibilities of the Branch are to provide high level analytical, research and administrative support to the Secretary, Deputy Secretaries and major Departmental Committees and to manage relations between the Department and the Office of the Treasurer, Cabinet and Parliament. The Office also manages the Corporate Planning process, Internal Audit Program, risk and governance arrangements and responds to Right to Information requests and provides advice on communications.

Position objective

The objective of the position is to plan, organise and deliver key actions from the Women in Leadership Action Plan and provide support in relation to integrating this piece of work into the broader Treasury Workplace Diversity and Inclusion Plan.

In the context of the selection criteria, to be successful in the position applicants will have:

- high level verbal and written communication skills and the ability to understand complex issues, identify possible solutions and recommend an appropriate course of action;
- demonstrated high level project management and project delivery skills, including the demonstrated ability to successfully lead and manage complex projects;
- demonstrated high level experience and skills in project management activities including stakeholder communication and management, project governance, project planning, change management, project issue identification, tracking and resolution and benefits realisation; and
- the ability to liaise and communicate precisely and succinctly with internal and external stakeholders, build a wide range of stakeholder relationships and respond efficiently to stakeholder needs.

Primary duties

The Principal Project Officer's primary duties include:

- establish, maintain and develop effective relationships with stakeholders (including Executive, Branch Heads, HR, action teams, reference group);
- coordinating tasks, reporting on performance measures, stakeholder engagement and cross-Branch collaboration on actions from the Women in Leadership Action Plan and, where required, the broader Treasury Workplace Diversity and Inclusion Strategy;
- providing leadership and support to relevant staff in relation to delivery of key actions, including driving the Agenda and outputs of the Diversity and Inclusion Reference Group;
- representing Treasury on the Women Supporting Women inter-agency working group;
- providing high-level advice and reporting to stakeholders and the steering team regarding actions and issues emerging from the project; and
- contributing to the development and implementation of appropriate quality assurance activities, including the review of project outputs and outcomes.

Level of responsibility, direction and supervision

The Principal Project Officer will operate with considerable independence in determining priorities, procedures and approach. The Principal Project Officer applies the decision-making framework (policies, rules and regulations) in support of a defined field of activity, which may involve more than one discipline. Considerable autonomy of approach in delivering outcomes and the advice and recommendations provided are regarded as authoritative for that activity. Guidance and instruction from the Assistant Director, Office of the Secretary may on occasion be received related to the implementation of recommendations. The Principal Project Officer may also manage a small team of employees, and requires significant management skills and expertise to support the operations of a functional area. Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Selection criteria

Please address the selection criteria in the context of the position objective and the primary duties required for this position, as it is against these criteria that all applicants will be assessed on merit.

1. Communication

Demonstrates capacity to: prepare all documentation to a high level and prepare drafts of more complex interpretive material which may require minor rework; clearly inform staff and stakeholders with regard to complex technical issues; and represent Treasury in area of expertise, negotiate and, where possible, influence outcomes effectively both internally and externally.

2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for areas of responsibility; co-ordinate input from others and negotiate changes to outputs, deadlines and resources; contribute to the outputs of other team members; and foster and contribute to a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision making strategies to identify possible solutions to non-routine problems; make informed, timely and accurate decisions on activities within the work unit; and provide authoritative advice in relation to area of expertise.

4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor in areas of expertise, and promote the objectives of the Branch, Division and Department; actively contribute to a positive team environment and use networks to obtain results; and behave in alignment with and promote Treasury's Values.

5. Technical and professional*

Demonstrates highly developed knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: Amelia Jones, Assistant Director

Date: 8 August 2018

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).