

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Project Officer
<b>Position number:</b>	005186
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 5
<b>Division/branch/section:</b>	State Roads, Support Services, Business Improvement
<b>Location:</b>	South
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Manager Business Improvement

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### Position Objective

Support the road construction and management activities of the Transport and Infrastructure Group by progressing road ownership proclamations, as required under legislation including the *Highways Act 1951*, *Roads and Jetties Act 1935*, *Local Government (Highways) Act 1982* and *Local Government (Highways) Order 1994*.

### Major Duties

- Work with Transport and Infrastructure Group staff to determine the priority of proclamations for action.
- Undertake research to determine and clearly define the section(s) of road to be proclaimed, and work with the Design Team to draft proclamation plans (asset maps).
- Drafting of Statutory Rules and accompanying documents for consideration by the Office of Parliamentary Counsel and lodgement with the Central Plans Register.
- Preparation of Ministerial Minutes, Explanatory Memoranda and other key documentation in support of proclamation activities.
- Track and keep stakeholders advised of proclamation status.
- The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying a position at this classification within a team of business support and improvement specialists.

## **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

Responsible to the Manager Business Improvement for the carriage of road proclamation activities in support of the Transport and Infrastructure Group.

The occupant of this position operates with limited supervision and with a high level of independence and autonomy.

The Project Officer is expected to set work priorities and exercise initiative and judgement to effectively achieve set tasks. Meeting deadlines, balancing competing priorities and keen attention to detail and process are frequent features of this position.

The capacity to effectively communicate with people across the Transport and Infrastructure Group and the Office of Parliamentary Council is key to success. It is an expectation that a professional 'can do' approach is achieved with authoritative advice being delivered.

## **Selection Criteria (Knowledge and Skills):**

1. A sound working knowledge of relevant legislation, including sections of the *Highways Act 1951*, *Roads and Jetties Act 1935*, *Local Government (Highways) Act 1982* and *Local Government (Highways) Order 1994*, or the demonstrated ability to quickly acquire such knowledge.
2. Proven research skills, including the ability to clarify and define road and property boundaries.
3. Well-developed written communication skills, with the proven ability to document complex information in a way that is clear, concise, accurate and compliant with legislative and operational requirements.
4. High level self-management and task management skills, including initiative, judgement, flexibility, ability to meet work objectives, manage concurrent tasks and follow legislative processes through to successful completion.
5. Demonstrated ability to work within a team and contribute to continuous business improvement activities through collaborative process design, review and refinement.

## **Position Requirements**

### ***Pre-employment***

- Nil

### ***Essential***

- Nil

### ***Desirable***

- Nil

## Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))

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