

Department of State Growth

Statement of Duties

Position Title:	Senior Program Administrator
Position number:	005670
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Strategy, Housing, Infrastructure and Planning / Policy, Strategy and Projects
Location:	Hobart
Employment status:	Flexible
Supervisor:	Project Director, Strategic Projects

Position Objective

To oversee and support the delivery and administration of a range of Government programs, including (but not limited to) grants. In addition to the day-to-day management of programs, the incumbent also provides policy and process advice on the set up of new programs as needed and assists with the Division's broader program of works.

Major Duties

- Lead the delivery and administration of assigned programs of work, including grant programs, with a focus on robust decision-making, building productive stakeholder relationships, and the timely provision of advice and reports.
- Work with, and report to, key delivery partners including other Tasmanian and Australian Government agencies.
- Prepare official correspondence and documentation, including minutes and briefings.
- Represent the agency as required and deliver timely, relevant and authoritative advice on matters of strategic priority to the Department.
- Provide guidance and oversight to other team members involved in the delivery and administration of programs as appropriate.
- Assist with and (as required) lead the development of new programs, including through the provision of practical and policy advice.
- Support the other teams within the division as required.

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

The occupant is responsible for timely and accurate completion of assigned tasks with a high degree of professionalism. The role includes providing guidance to other team members with a focus on fostering a supportive team environment and high-quality work.

It is an expectation that the occupant exercises initiative and operates with autonomy within the boundaries of the Agency's policies, frameworks, and delegations. While they act independently in performing their core work functions, the occupant consults with the supervisor regarding allocated work that is non-routine, sensitive or high-risk in nature.

This position is expected to display a collaborative and open communication work style, maintain a high level of political awareness and be familiar with the strategic direction, current activities and issues associated with the Government and key stakeholders.

The Senior Program Administrator is required to perform with considerable expertise, initiative and judgement under the general supervision of the Supervisor and works closely with other areas of the Department and the Division. The occupant will be required to make informed decisions and recommendations and provide operational solutions for program and service delivery requirements.

Selection Criteria (Knowledge and Skills):

- Demonstrated high-level working experience in grants management including experience in preparation of document requirements and a proven capacity to interpret complex legal documentation.
- Proven interpersonal and relationship management capability, encompassing the ability to manage complex stakeholder relationships, resolve conflict and conduct negotiations that foster and develop key stakeholder partnerships, and the demonstrated ability to represent the Division and/or Agency.
- Highly developed written communication capability that results in the production of clear, concise and accurate written advice targeted to internal and external audiences.
- High level of adaptability, flexibility and autonomy, including the ability to work across a variety of issues and topic areas.
- Conceptual, analytical and research skills demonstrated by a capacity to define complex problems, analyse research, adapt and apply tools, frameworks and information to identify solutions, assess possible consequences of alternative courses of action and to make and implement soundly based recommendations.

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 <https://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)
