

Senior Policy Analyst – Senior Secondary Provision

STATEMENT OF DUTIES

NOVEMBER 2024

Number	Generic
Portfolio	Development and Support
Branch	Senior Secondary Provision
Section/Unit/School	N/A
Supervisor	Principal Policy Analyst
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent/Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South, North

Context

The Senior Secondary unit undertakes high-level, strategic policy development and implementation in senior secondary education together with strategic, tactical and operational management of curriculum and assessment, regional partnerships, transition and career education and retention and attainment data, as well as high level project management and communications services, that reflect legislative requirements, government direction, national imperatives and state priorities for senior secondary education.

Primary Purpose

Support the development of strategic policy advice across the Senior Secondary Sector and the Development and Support portfolio, to inform decisions made by Government and senior officials to improve education outcomes in Tasmania. As part of a team, manage projects, undertake research, analyse issues, consult with stakeholders and coordinate the provision of information to contribute to strategic policy development and the implementation of priority curriculum projects.

Level of Responsibility/Direction and Supervision

Responsible for assigned duties in the implementation of programs and assisting in the provision of accurate and comprehensive advice. Responsible for the successful coordination and conclusion of activities or projects on time and within resources allocated.

The occupant receives direction, guidance and general advice from the Principal Policy Analyst and leadership within Senior Secondary Provision.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Develop and deliver high quality advice to inform decision-making, including through written and verbal briefings, reports, presentations, correspondence and support to committees and project teams as required.
2. Research, analyse, assess and provide advice on policy proposals and relevant issues relating to the priorities of the Department.
3. Undertake project management to scope and deliver priority projects, including leading designated projects and supervising other team members where required.
4. Progress and coordinate work across the Department and Government, including analysis of legislation, policies, procedures, and reporting documentation, together with collaborating on work with other areas of the Department when required.
5. Liaise, consult and negotiate with relevant personnel including those external to the agency in the development, review or analysis of departmental or whole of government initiatives.

6. 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.
7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated high level strategic, conceptual, research and analytical skills, including the ability to identify and synthesise relevant issues and priorities and the ability to exercise sound judgement.
2. Demonstrated high level interpersonal skills including sound liaison, negotiation and communication skills with the capacity to interact and liaise effectively with staff at all levels.
3. High level verbal and written communication skills, including the ability to prepare user-friendly complex documentation.
4. Well-developed project management skills with the ability to meet strict deadlines.
5. High level personal skills of initiative, innovation, self-motivation and flexibility and the capacity to contribute to a positive and high performing team and a culture of continuous improvement.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- A Degree or tertiary qualification or equivalent in a relevant discipline.

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. 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. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – November 2024

Request:

Date Duties and Selection Criteria Last Reviewed: 11/24
