

Department of State Growth

Statement of Duties

Position Title:	Budget and Operations Manager -Events Tasmania
Position number:	425368
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Cultural and Tourism Development/ Events Tasmania
Location:	Hobart
Employment status:	Flexible
Supervisor:	Director, Events Tasmania

Position Objective

Lead and manage the budget and administrative functions of Events Tasmania and the Tourism and Hospitality unit including analysis, policy and program development, evaluation and assessment of new business. This position is also responsible for managing Events Tasmania's Research and Measurement program.

Major Duties

- Manage all budget activities to ensure that Events Tasmania and the Tourism and Hospitality unit meets Treasurer's Instructions, financial compliance and ensures staff understand their individual budgets, responsibilities and reporting methodology. This includes planning and monitoring of appropriate and effective use of financial delegations, ensuring strong systems of internal control, development, implementation and management of budgets, analysis of data and preparation of reports as required.
- Identify, develop and implement a range of initiatives including organisational and continuous improvement practices that are aimed at delivering and supporting Events Tasmania programs and meet the objectives of the Events Strategy 2023-27 and the 2030 Visitor Economy Strategy.
- Manage Events Tasmania's Research Measurement program and associated contractor. Including managing the review and auditing of the Events Tasmania research and data collection system in relation to funding agreements (Including Project 80) and assist in the implementation and administration of grants within the SmartyGrants platform.
- Undertake research, analysis and evaluation of issues affecting Events Tasmania in meeting government priorities, including preparation of reports and development of high level written communications including Ministerial documents, issues briefs, Cabinet documents, plans, procurement, policy documents and reports, and present material as required.

- Maintain a strong understanding of the workings of Government and the environment in which Events Tasmania and the broader Department operate, specifically the management of the government budgeting processes.

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

This position reports directly to the Director, Events Tasmania and will assist with the management of all business and financial administration matters in a dynamic public facing environment. The role acts autonomously in performing core work functions and, as necessary, consults with the Director, Events Tasmania to agree on a suitable course of action in matters that are sensitive, high-risk or business-critical, or for those issues that have far reaching implications with respect to strategy and/or policy implementation.

The occupant must be flexible in the scope and range of activities performed to ensure that the branch achieves its objectives. The role exercises good judgement. Branch priorities are often impacted by non-negotiable deadlines, requiring the occupant to constructively influence operational matters while balancing stakeholder demands through the effective management of expectations.

The occupant needs to actively engage, network and consult with key stakeholders and to keep up to date with key emerging issues. This applies particularly in the areas of financial processing and accountability and grants management.

The Budget and Operations Manager – Events Tasmania will develop and implement Events Tasmania’s organisational strategies and policy, with the outcome of this work having a direct and significant impact on the events, tourism and hospitality sectors.

Attending events is not within the scope of positions at Events Tasmania. Attendance at events is for reporting purposes only and upon request of the Director, Events Tasmania.

Selection Criteria (Knowledge and Skills):

- Highly developed budget management skills with the ability to forecast and model complex problems, demonstrating high-level expertise in Excel and experience with other data and financial management systems.
- Well-developed interpersonal, written and verbal communications with proven ability to successfully facilitate and negotiate effective solutions, contribute positively in a team environment and build productive relationships and manage a range of clients and stakeholder relationships to achieve business outcomes.
- Demonstrable high level analytical, research and problem-solving skills and the ability to conceptualise issues, prioritise activities and execute evidence based solutions to complex matters and innovatively resolve issues.
- Proven record of achievement with projects or programs, with the ability to anticipate and manage risk, exercise sound judgement in complex decision making, to manage and monitor multiple activities, and prioritise workflows and perform in a high pressure environment.

- Demonstrate an understanding of the event, tourism and hospitality sectors, with respect to the visitor economy and a balanced approach to supporting events state-wide.

Position Requirements

Pre-employment

- *Nil*

Essential

- *Nil*

Desirable

- *Completion of a relevant tertiary or industry qualification, or equivalent industry experience.*

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).
