

Department of State Growth

Statement of Duties

Position Title:	Strategic Engagement Support Officer
Position number:	005415
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 4
Division/branch/section:	State Roads Division/Stakeholder Communications Branch
Location:	South
Employment status:	Flexible
Supervisor:	Senior Strategic Engagement Officer

Position Objective

Develop and support stakeholder engagement activity for the State Roads Division, including assisting with the analysis of complex data and interrogation of current engagement platforms. The role will also provide administration support for the Stakeholder Engagement team.

Major Duties

- Work with the Senior Strategic Engagement Officer, and the wider Stakeholder Engagement team, to develop and deliver best practice project evaluation and data analytics to help inform stakeholder engagement plans.
- Monitor and report on the State Roads Division's stakeholder engagement tools.
- Review and provide recommendations for the improvement of established work practices including business processes, systems and supporting documentation.
- Research methods for and assist with analysis of data to aid in reporting on and evaluating the outcomes and effectiveness of communications and engagement strategies and campaigns.
- Work with members of the Stakeholder Communications Branch to identify and develop opportunities to improve communications and stakeholder engagement activities and processes.
- Provide system administration support for current team software, including set up, data integrity, maintenance and reporting of activities.
- Create business and system requirements documentation for the development of new systems and/or the enhancement of existing systems.
- Maintain quality system operating procedures and assist with the management of existing Branch operating procedures.
- General administration support as directed.

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

The occupant of this position is responsible for undertaking a variety of functions exercising initiative, judgement, and discretion, and ensuring all work carried out is well researched and accurate.

The position operates under general direction and supervision from the Senior Strategic Engagement Officer.

Selection Criteria (Knowledge and Skills):

- High-level analytical skills with a proven ability to draw conclusions from complex, multi layered data sets and present findings for a range of internal and external audiences.
- A contemporary knowledge of and demonstrated experience in evaluating communications and stakeholder engagement materials, including experience in analysing web and social media content.
- Comprehensive administrative experience, with proven ability in supporting a widely focussed team.
- Exceptional interpersonal and negotiation skills with a proven ability to effectively liaise with others, exercise sound judgment and work collaboratively with internal and external stakeholders. An ability to work effectively in a team.
- Well-developed organisational skills, with the proven ability to set priorities, meet deadlines and work in a high-pressure environment under limited supervision.

Position Requirements

Pre-employment

- Nil

Essential

Evidence of the following must be provided prior to appointment to this role:

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

- I. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

- 2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.

The person must continue to satisfy the above essential requirements/qualifications throughout their employment in this role.

Desirable

- Tertiary qualification in a relevant discipline.

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)
