

Statement of Duties

Department of Premier and Cabinet

As at May 2021

Position title: Coordinator -	Coordinator – Ministerial and Executive Services
Position number:	002956
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 6
Division/branch/section:	People, Performance and Governance/ Ministerial and Executive Services
Full Time Equivalent (FTE):	1.0
Location:	South
Position status:	Permanent
Ordinary hours per week:	36.5
Supervisor:	Manager Ministerial and Executive Services

Agency/Department values:

DPAC values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent

For more information about DPAC visit www.dpac.tas.gov.au

About Us:

The People, Performance and Governance (PPG) Division provides direct support and advice to the Secretary, and takes carriage of some of Government's key priority programs of work. We collaborate across the Division to use our resources in a clever, agile way and we use a decision making lens that leads to better outcomes for Tasmanians.

Ministerial and Executive Services (MES) is part of the PPG Division. It includes Executive Services, Protocol, Cabinet Office and the Executive Council Secretariat.

MES is responsible for:

- supporting machinery of government processes, including Right to Information and appointments of Heads of Agencies and Authorities;
- providing an efficient Cabinet process which supports effective decision making by Government;
- supporting the Executive Council, through the Executive Council Secretariat, which gives legal effect to the decisions made by Executive Government;
- providing protocol advice and services to a broad range of internal and external stakeholders;
- providing executive and ministerial support; and
- providing the Ministerial Transport Service.

Issues dealt with in the office are often of a sensitive, personal and highly confidential nature.

About the role:

The Coordinator will provide high quality coordination, analysis, reports and advice for and to the Manager Ministerial and Executive Services and Executive Director (ED) in relation to matters involving Heads of Agency, Cabinet, Executive Council, executive and Ministerial support, and legislated compliance and disclosure regimes.

About you:

You have a solid grounding in compliance, an understanding of the mechanics of parliamentary democracy, coupled with motivation and a reputation for innovation. With strong relationship management skills, you are an accomplished problem solver with the ability to achieve novel solutions to complex problems under time constraints.

You thrive in a dynamic and fast paced environment where shifting priorities are frequently a feature. You are confident and capable working with a high degree of autonomy but also embrace working collaboratively and as part of a team.

You are highly organised, results focussed and are comfortable in querying the status quo, challenging assumptions and finding new pathways within constrained parameters. You are committed to continuous improvement and contributing to enhanced team and Agency performance.

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Duties:

1. Provide the Manager MES and/or the ED advice on, and analysis of, a wide range of issues which affect the Department, Heads of Agency, Cabinet and Executive Council, including the preparation of complex reports, briefings and submissions.
2. Contribute to the development of policy, framework and procedure documents for key functions and contribute to the team's research, investigation and analysis capacity.
3. Actively contribute to the development, continual improvement and enhancement of processes and procedures, documents and frameworks to improve the Government's corporate governance arrangements and meet the standards and protocols of the Secretary, Premier, Ministers, Governor and the Government.
4. Confidentially collaborate with stakeholders to facilitate compliance with a wide variety of conventions, while ensuring mandatory and minimum compliance measures are met for key regulatory processes and participants.
5. Work in a complex environment with competing priorities including the management of resources to meet the work demands of Ministerial and Executive Services.
6. Develop, promote and enhance positive relationships and networks within, and between, the senior management of Departments, Cabinet, Executive Council, the Office of the Premier, Minister/s, Government House, Parliament, the Federal Government and the public in a highly political and sensitive environment.
7. 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.

Level of responsibility:

Issues dealt with can be complex and diverse and can have a direct impact on areas of the Department and Government. An employee at this level is responsible for providing authoritative advice and ensuring that all work undertaken is thorough, well researched, accurate and timely.

Utmost confidentiality is required in the execution of tasks, particularly as a key liaison point for senior officers in Government Departments, Ministerial Offices, the Office of the Premier and the Executive Council. The occupant is responsible for the provision of an advisory and consultancy service.

Shifting priorities within a dynamic and fast paced environment are frequently a feature. Deadlines may result in having to work outside normal working hours and outside usual accountability structures.

Reporting structure:

The Coordinator will report to the Manager, Ministerial and Executive Services, and work with a high level of responsibility.

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The occupant is required to operate with independence and autonomy in day to day activities, and is required to demonstrate initiative, sensitivity and exercise sound judgement in the completion of tasks.

Selection criteria:

1. High level strategic, conceptual, analytical and creative skills, including the demonstrated ability to understand the political, social and organisational environment and identify relevant issues and priorities.
2. Demonstrated high level knowledge, understanding and experience of contemporary corporate governance principles and practices.
3. Excellent interpersonal skills and demonstrated consulting skills in liaising with staff at all levels to facilitate solutions to procedural, protocol and legal inquiries, and to work collaboratively with senior executives and peers to achieve common goals and objectives.
4. Demonstrated problem solving skills within rule-driven environments, including the ability to influence stakeholders and work closely with them to determine acceptable solutions.
5. Attention to detail, flexibility, initiative, self-motivation and innovation , together with the proven capacity to work in a complex environment with competing priorities and demonstrated experience working as part of a team to deliver outcomes.
6. The ability to confidentially manage sensitive processes to a high standard, coupled with demonstrated leadership and electronic data management experience.
7. Strong leadership skills with the ability to motivate, coach and engage colleagues to meet high performance standards.

Desirable requirements:

Qualifications in law and/or previous experience in a highly analytical and procedure driven role.

Essential requirements:

N/A

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service

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employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working Environment

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work.

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and

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- A commitment to continually improve our performance through effective safety management.

Our Watch:

The Department is committed to promoting respectful relationships and gender equality within the workplace and demonstrating a culture of zero tolerance of violence against women through the implementation of the Our Watch Workplace Equality and Respect Standards.