

Department of State Growth

Statement of Duties

Position Title:	Projects and Policy Officer
Position number:	372638
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 5
Division/branch/section:	Strategy, Housing, Infrastructure and Planning / Policy, Strategy and Projects
Location:	Hobart
Employment status:	Full-time
Supervisor:	Director – Population Policy

Position Objective

The role supports the delivery of population and regional growth priorities and outcomes by providing support, and advice; establishing and maintaining systems, data tools and reports; and undertaking research, analysis, stakeholder consultation and project coordination and reporting.

Major Duties

- Undertake research, data collection, analysis, and dashboard reporting and problem solving to support the development of advice in line with the priorities of the department's breadth of work.
- In conjunction with the broader team, plan, coordinate and deliver on projects using appropriate project management tools and approaches to ensure milestones are achieved and outcomes delivered within time and resource constraints.
- Prepare high-level written material including advisories, correspondence, reports, proposals, minutes, briefs and communication plans in accordance with the agency's agreed standards of practice for government.
- Foster productive working relationships with stakeholders to ensure that operational requirements and consultative objectives are achieved, and timeframes adhered to.
- Coordinate a diverse range of responsibilities within a complex and dynamic environment, ensuring that work is completed on time and in accordance with relevant policies and procedures.
- Provide timely and effective business support for day-to-day operational priorities.
- Provide surge support to the Coordination function across the department.
- 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.

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

Under the general direction of the Director, Population Policy, the role is accountable for ensuring that work undertaken is appropriately researched, informed, planned, presented and delivered in an accurate and timely manner. The role involves working with a range of stakeholders and managing competing needs, timelines and expectations.

The occupant will provide a key support service to build State Growth's capacity to effectively manage project governance, and to design, plan, implement and report on policy priorities and projects. This will involve direct engagement with a range of stakeholders, and the capacity to both provide authoritative advice and project management services.

The occupant is to exercise initiative and operate with autonomy within the boundaries of the department's policies, frameworks and delegations. While acting independently in performing core work functions, the occupant is to consult with the supervisor regarding allocated work that is non-routine, sensitive or high-risk in nature.

The occupant must be flexible in the scope and range of activities performed to ensure that the Division achieves its objectives. This is key to the delivery of quality and strategically focussed and evidence informed policy, project design, implementation, communications and outcomes.

The occupant will contribute to a culture of collaboration and process improvement across the department.

Keeping abreast of current and emerging trends, policy and government priorities and reforms is of critical importance.

Selection Criteria (Knowledge and Skills):

1. Demonstrated capacity to contribute effectively to a high-performing and collaborative team, exercise initiative and sound judgement and employ an adaptable and flexible approach in order to achieve results in an environment of change, ambiguity and pressure.
2. Experience in sourcing, maintaining and reporting on data and coordinating a range of stakeholder inputs and inquiries.
3. Proven capability in public policy related research, project planning and analysis supported by the capacity to conceptualise problems, formulate innovative but practical solutions, and provide advice and recommendations.
4. High-level written skills, with demonstrable experience in the production of clear, concise and accurate written material appropriately targeted to its audience.
5. Well-developed interpersonal, verbal communication and negotiation skills with a strong track record in working collaboratively and effectively with diverse stakeholders.

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 \(http://www.stategrowth.tas.gov.au/\)](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)