

# POLICY ANALYST

INTERGOVERNMENT AND FINANCIAL POLICY BRANCH  
ECONOMIC AND FINANCIAL POLICY DIVISION

## Why work for us

---

The work you will undertake is varied and interesting. We contribute to major government activities that improve the wellbeing of Tasmanians and support the Government's management of the State's financial position.

We are a flexible, diverse, inclusive, and supportive workplace with a strong values-based and team oriented culture. For more information about Treasury and what our staff have to say about working for us, visit our website: [www.treasury.tas.gov.au/about-us/careers](http://www.treasury.tas.gov.au/about-us/careers)

## The position

---

In this position you will apply your initiative and problem-solving skills to support the development and analysis of intergovernmental financial relations and state tax issues. This position has a strong focus on building new knowledge and skills in a supportive team environment.

## What you will work on

---

- Contribute to the development of policy and advice on intergovernmental financial relations and state tax issues.
- Undertake analysis to inform advice about major sources of revenue to the Government, intergovernmental agreements and interjurisdictional policy issues.
- Prepare a range of written documentation.
- Build and develop relationships with a range of internal and external stakeholders.
- Assist with administrative functions as required and provide support to other members of the Branch.
- Perform other allocated duties as required.

## Responsibility, direction and supervision

---

You will have a good understanding of guidelines, systems and processes and receive general direction from your supervisor. You will coordinate and integrate functions and be able to interpret frameworks to resolve complex operational issues within your scope of work.

You will display and promote behaviours that are compliant with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

## Skills and experience

---

Our selection panel will assess your skills, experience and ability to perform the role using the following criteria:



### COMMUNICATE

- Prepare accurate documents and good drafts, where information is more complex.
- Deliver clear and succinct ideas, information and recommendations.
- Understand and explain complex operational matters.



### MANAGE OUTPUTS

- Plan, organise, schedule, prioritise and complete your tasks and coordinate work with others.
- Contribute to and deliver work with a client focus.



### CONCEPTUALISE/ANALYSE/APPLY JUDGEMENT

- Use judgement when applying policies, rules and regulations.
- Make sound decisions to resolve complex operational challenges.
- Use expertise to provide operational advice.



### TEAM/LEADERSHIP/BEHAVIOURS

- Instruct and guide others on systems and procedures.
- Work effectively in a team and share ideas to improve practices, systems and processes.
- Behave in line with Treasury's values.



### TECHNICAL/PROFESSIONAL

- Demonstrate knowledge, skill and ability required for the role.
- Desirable – a relevant qualification or equivalent experience.

## Our values

---

Treasury strives to create a respectful work environment, free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. Our values guide our behaviour:

### INTEGRITY

Builds confidence, trust and self-respect, and is the foundation of open and honest communication.

### EXCELLENCE

Challenges us to give our best and brings us recognition.

### RESPECT

Recognises the value of us all and the contribution we all make.

### CAMARADERIE

Creates a fun and supportive place to be.

### PASSION

Inspires us to achieve great things.

All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*). These can be found at

[www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo)

---

**Hours Per Week:** Flexible up to 73.50 hours per fortnight

**Supervisor/Reports to:** Assistant Director, Intergovernment and Financial Policy

**Direct Reports:** No

**Employment:** Permanent

**Award/Classification:** Tasmanian State Service Award General Stream Band 4

**Location:** Hobart

**Position Number:** 724711

**Approved by:** Gillian Stock, Acting Director, Intergovernment and Financial Policy.

**Date:** 5 July 2024

