

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Project Support Officer - CAMHS Reform
<b>Position Number:</b>	527929
<b>Classification:</b>	General Stream Band 5
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing Child and Adolescent Mental Health Services
<b>Position Type:</b>	Fixed-Term, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Program Manager - CAMHS Strategic Development and Corporate Support
<b>Effective Date:</b>	March 2023
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Current Working with Children Registration</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Relevant experience working in a human services environment or similar</p> <p>Relevant project management experience</p> <p>Experience and/or knowledge undertaking human resource activities</p>

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Working as part of a team to implement the CAMHS Reform and broader project initiatives, the Project Support Officer will:

- Participate in the planning, development, implementation and review of frameworks, systems, and processes that provide key reform program deliverables, which are to be achieved by the identified target dates.
- Participate in various meetings and be a positive role model and advocate for reform.
- Develop and maintain relationships with a wide range of internal and external stakeholders.
- Work collaboratively with the project team to undertake functions associated with the broader CAMHS Reform Program.

## Duties:

1. Support and coordinate the day-to-day administrative tasks associated with the implementation of the CAMHS Reform Program, including providing administrative project support to the relevant working groups and other committees/meetings as identified, support reporting, and coordinate recruitment activities associated with the CAMHS Reform Program.
2. Provide project and operational support including assisting with the development of project management and other documentation relevant to the successful implementation of the CAMHS Reform Program.
3. Prepare high level correspondence, project reports and submissions as required.
4. Develop, establish, and maintain effective relationships with key stakeholders, to support the successful implementation of the CAMHS Reform Program.
5. Collect, collate, and undertake high level analysis and qualitative assurance checks on a range of quantitative data and information on a regular basis to support the successful implementation of the SMHS Reform Program and other related tasks as identified.
6. Work collaboratively with relevant staff responsible for other aspects of the CAMHS Reform Program to facilitate the exchange of information and ensure that the delivery of strategic reform programs is consistent and integrated across SMHS.
7. Undertake research relevant to the CAMHS Reform Program to support informed decision-making and planning as directed.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. 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.

## Key Accountabilities and Responsibilities:

The Project Support Officer - CAMHS Reform works with some degree of independence with broad direction provided from the Program Manager - CAMHS Strategic Development and Corporate Support.

The occupant will:

- Exercise sound judgement and initiative, working with minimal supervision and autonomy in day-to-day activities, under the general direction of the Program Manager - CAMHS Strategic Development and Corporate support.
- Work collaboratively with other relevant staff on the development, implementation and monitoring of detailed project plans and outputs.
- Maintain the highest standards of quality, accuracy and timeliness of information and advice.
- Develop and maintain effective relationships with, and between, internal and external stakeholders.
- Provide high level advice and analysis.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated well developed planning, organisational and coordination skills, together with experience in providing high level, contemporary project management support within a complex operating environment, and the ability to exercise initiative and effectively organise and set priorities to meet deadlines.
2. High level interpersonal skills, including written and verbal communication skills, and an ability to consult with a broad range of internal and external stakeholders, together with the ability to produce a range of high-quality documents in a variety of communication formats for differing target audiences.
3. Ability to research, investigate, interpret, and analyse service, statistical, financial, and business issues, identify opportunities and recommend actions to support organisational objectives.
4. High level computer skills including demonstrated experience in using internet/intranet web technologies, word processing, spreadsheets, database software and project management tools with a high level of accuracy.
5. Proven ability to work as an effective member of a high performing team, including the ability to provide high level advice and support to other team members, whilst working autonomously and under pressure, when required.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).