Principal Policy Analyst

Statement of duties

Position number	723440
Location	Hobart
Division	Economic and Financial Policy
Branch	Intergovernment and Financial Policy
Award	Tasmanian State Service Award
Classification	General Stream, Band 6
Immediate supervisor	Assistant Director
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The Intergovernment and Financial Policy Branch is part of Treasury's Economic and Financial Policy Division, its key responsibilities are to:

- provide policy advice and research on intergovernmental financial relations and taxation issues; and
- prepare and monitor estimates of the major sources of revenue to the Government such as the GST and own source taxation.

Position objective

Working both individually and as a member of a small team the Principal Policy Analyst will undertake complex research, investigations and analysis on economic and financial issues to support the formulation of policy proposals and advice in relation to intergovernment and financial policy issues.

In the context of the selection criteria, to be successful in the position applicants will have:

- demonstrated ability to understand complex issues and identify possible solutions;
- strong data and analytical skills;
- the ability to communicate precisely and succinctly to internal and external stakeholders; and
- demonstrated initiative when undertaking complex research and investigation.

Primary duties

The Principal Policy Analyst 's primary duties include:

- undertaking complex research, investigations and analysis to support the formulation of policy proposals and advice in relation to revenue and intergovernmental financial relations and the relative financial performance of the State;
- preparing a range of documents which may include briefings, correspondence, submissions, legislation packages and reports;
- liaising with other officers, agencies and organisations on complex issues;
- representing the Department on committees and in other forums as may be required from time to time;
- communicating successfully with internal and external stakeholders on a broad range of issues including potentially complex matters to influence and negotiate policy;
- developing, utilising and interpreting models or systems for forecasting and monitoring of GST revenue, other Australian Government funding and own-source revenue;
- assisting other officers within the Branch or undertaking project work and other tasks applicable to the Branch's responsibilities;
- assisting with the supervision of subordinate Branch staff as may be required from time to time.

Level of responsibility, direction and supervision

The Principal Policy Analyst will operate with considerable independence in determining priorities, procedures and approach. The Principal Policy Analyst applies the decision-making framework (policies, rules and regulations) in support of a defined field of activity, which may involve more than one discipline. Considerable autonomy of approach in delivering outcomes and the advice and recommendations provided are regarded as authoritative for that activity. Guidance and instruction from the Assistant Director may on occasion be received related to the implementation of recommendations. The Principal Policy Analyst may also manage a small team of employees, and requires significant management skills and expertise to support the operations of a functional area.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare all documentation to a high level and prepare drafts of more complex interpretive material which may require minor rework; clearly inform staff and stakeholders with regard to complex technical issues; and represent Treasury in area of expertise, negotiate and, where possible, influence outcomes effectively both internally and externally.

2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for areas of responsibility; co-ordinate input from others and negotiate changes to outputs, deadlines and resources; contribute to the outputs of other team members; and foster and contribute to a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision making strategies to identify possible solutions to non-routine problems; make informed, timely and accurate decisions on activities within the work unit; and provide authoritative advice in relation to area of expertise.

4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor in areas of expertise, and promote the objectives of the Branch, Division and Department; actively contribute to a positive team environment and use networks to obtain results; and behave in alignment with and promote Treasury's Values.

5. Technical and professional*

Demonstrates highly developed knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: Jodi Wilcox, Director **Date: 17 March 2023**

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. 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).*