

## Statement of Duties

# Department of Premier and Cabinet

As at 24 January 2019

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<b>Position title:</b>	Senior Policy and Project Officer
<b>Position number:</b>	001167
<b>Award/Agreement:</b>	Tasmanian State Service
<b>Classification level:</b>	General Stream – Band 6
<b>Division/branch/section:</b>	Local Government Division
<b>Full Time Equivalent (FTE):</b>	1.0
<b>Location:</b>	Hobart
<b>Employment status:</b>	Fixed-term
<b>Ordinary hours per week:</b>	36.75
<b>Supervisor:</b>	Assistant Director, Policy Reform and Projects

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### 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](http://www.dpac.tas.gov.au)

**Division profile:**

The Division is responsible for providing the Government with policy and advice across all aspects of local government. The Division also supports the statutory role of the Director of Local Government, including complaint investigations.

**Position objective:**

The Senior Policy and Project Officer will provide high level research, analysis, and advice on policy and regulatory compliance issues relevant to the Division.

The Senior Policy and Project Officer will contribute to the development and delivery of assigned policy, legislative and/or regulatory compliance projects, and provide authoritative advice in relation to legislation administered by the Division.

The successful appointee will have the capacity to assist in the development, management and implementation of the Division's regulatory compliance program.

**Duties:**

1. Provide high level research, analysis, and advice on policy and regulatory compliance issues relevant to the Division, and contribute to the development of solutions, proposals and recommendations.
2. Coordinate the delivery of complex and/or high priority policy, regulatory and legislative projects, consistent with the Division's Business Plan and the Government's priorities.
3. Provide authoritative advice to the Director of Local Government, the Secretary and the Minister on legislation administered by the Division.
4. Assist in the development, management and implementation of the Division's regulatory compliance program as required.
5. Contribute to Divisional strategic direction-setting, risk identification and management, and continuous business improvement measures.
6. Prepare a range of written materials, including ministerial and cabinet documentation and correspondence, reports and briefing notes and supporting material for policy and legislation.
7. Effectively liaise and consult with State agencies, local government and other stakeholders on policy, legislative and regulatory compliance issues.

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8. Undertake other duties within this classification level and range of responsibilities which are within the employee's competence and skill level.

### **Level of responsibility:**

The Senior Policy and Project Officer will be responsible for providing thorough, well researched advice. A high level of initiative and sound judgement is required.

Meeting deadlines and dealing with shifting priorities are frequently required.

Written material will be subject to review by the Assistant Director or Director of the Division.

### **Reporting structure:**

The Senior Policy and Project Officer will receive broad direction from the Assistant Director and Director and is expected to manage their day-to-day work priorities effectively.

### **Selection criteria:**

1. High level research and analytical skills, including a demonstrated capacity to think strategically and provide sound recommendations.
2. Demonstrated knowledge of, and practical experience in, policy analysis and legislation development, and the administration and interpretation of legislation.
3. An understanding of the *Local Government Act 1993*, and the political, social and organisational environment within which the Division operates.
4. Demonstrated capacity to plan, organise and manage variable workloads and tasks with limited supervision using contemporary project management approaches.
5. Good liaison and oral communication skills, with an ability to negotiate effectively with a range of stakeholders and advise on complex matters to non-specialists.
6. High level written communication skills, with a proven ability to produce a wide range of documents that are clear, accurate and concise, and understandable to a range of target audiences.
7. Demonstrated knowledge and skills in undertaking compliance activities as they relate to the oversight and enforcement of regulatory obligations, or the capacity to quickly acquire such knowledge and skills.

**Desirable requirements:**

A tertiary qualification in a relevant discipline.

**Essential requirements:**

N/A

**State Service Principles:**

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://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.

**Code of Conduct:**

The State Service Code of Conduct (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

**Workplace diversity:**

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

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

### **White Ribbon:**

The Department is committed to providing a healthy and safe working environment for all employees and has a zero tolerance for violence, including violence against women.