

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Executive Support Officer
<b>Position Number:</b>	509336
<b>Classification:</b>	General Stream Band 4
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Finance and Business Support
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Director Finance and Procurement
<b>Effective Date:</b>	August 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment

*Note: 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:

Provide high level secretarial and administrative support to Finance and Business Support, including the management of non-clinical, financial, procurement, performance and administrative information.

Coordinate the preparation of complex and confidential documentation, undertake research for Ministerial, Question Time Briefs and Right to Information requests and provide background notes for matters relating to the activities of Finance and Business Support.

Develop systems and protocols which ensure an efficient flow of information to and from Finance and Business Support.

## Duties:

1. Conduct research, investigations and analysis, either individually or in conjunction with senior staff, regarding a range of related issues and provide options and recommendations on these activities. This includes reports, submissions, briefing notes, and other correspondence.
2. Coordinate the preparation, issuing and completion of highly confidential documents, such as Ministerial correspondence, Budget Briefings, Right to Information requests, Question Time Briefings, cabinet submissions and reports for matters relating to Finance and Business Support activities.
3. Liaise with internal and external stakeholders on both routine and complex issues affecting Finance and Business Support and undertake follow up action as required.
4. Provide high level executive support and advice to Finance and Business Support staff as required.
5. Undertake project work as required.
6. Provide secretariat support for meetings including scheduling, preparation and dissemination of meeting papers and minute taking.
7. 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.
8. 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:

- Be responsible for exercising initiative, judgement, sensitivity and discretion in undertaking all tasks and the efficient day-to-day management of Finance and Business Support.
- 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. Proven experience and understanding of the provision of executive support in a demanding senior management environment, including the ability to work under pressure, prioritise tasks and proactively manage issues.
2. Proven skills and experience in project work, including analytical, organisational and investigative skills, together with the ability to think critically and solve problems.
3. Ability to exercise initiative, judgement, sensitivity and discretion, with proven capacity to negotiate and liaise effectively with a wide range of clients and stakeholders in a sensitive and confidential manner.
4. High level interpersonal, verbal and written communication skills, with proven ability to prepare high level documentation such as correspondence, briefings and meeting papers.
5. Proven experience in developing and maintaining modern office management practices including the efficient use of IT systems such as the Microsoft Office suite of programs and other relevant IT systems.

## 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](#).