

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Project Officer
Position Number:	505986, 527015
Classification:	General Stream Band 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Infrastructure Services - Asset Management
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Senior Asset Analyst
Effective Date:	September 2021
Check Type:	Annulled
Check Frequency:	Pre-employment

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:

As a member of the Asset Management - Infrastructure Services team:

- Provide project support to the Senior Asset Analyst regarding the development, management, and implementation of the Department of Health (DoH) Asset Management System and Framework.
- Maintain the Department's asset management information systems and data to support the ongoing reporting, procurement and life-cycle of DoH assets.
- Provide high level project support and assistance to other members of the Asset Management - Infrastructure Services team to meet program objectives.

Duties:

1. Provide high level project support to the Senior Asset Analyst regarding the development, management, and implementation of the DoH Infrastructure Services program, policies, processes and strategy objectives.
2. Maintain and update the departments asset management information systems.

3. Establish and maintain collaborative relationships with staff, management and other key internal and external stakeholders, ensuring the provision of high quality, effective communication and information services relating to the objectives of the DoH Infrastructure strategy and program.
4. Develop, extract and analyse data relevant to assigned projects, including compiling and preparing high quality reports and documentation for issue to Infrastructure Services, the Infrastructure Oversight Committee, internal and external stakeholders and the public as required, ensuring data integrity and security of information is maintained.
5. Compile and prepare project related reports, documentation and procurement papers for issue to management, internal and external stakeholders, consultants and suppliers in accordance with State Government policies, guidelines and instructions.
6. Proactively assist in the identification and monitoring of potential risks and issues and maintain the Unit's Risk and Issues Register.
7. Undertake research and investigation, reporting on topics and issues of significance to Asset Management Services within Infrastructure.
8. Represent the Unit on working groups, reference groups, committees and other groups as required.
9. Support the Senior Asset Analyst in the development and implementation of appropriate policies, practices, and systems to achieve the goals of the DoH Infrastructure Services.
10. 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.
11. 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 Officer works as an effective member of the Asset Management Services, and Infrastructure team, and functions with a high degree of judgment, initiative, and discretion. In accordance with Agency policies and procedures, the occupant will:

- Work under the broad direction and supervision of the Senior Asset Analyst.
- Apply sound project management practices to coordinate and deliver sub-components of the DoH Infrastructure Services deliverables, providing high level support, advice, and expertise, including providing recommendations and solutions.
- Collaboratively work with other members of the team in a supportive manner that improves the effectiveness and efficiency of the Unit's activities.
- 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 experience in supporting large and complex projects and undertaking project related work using contemporary project management practices and techniques, including the ability to prioritise workloads to meet deadlines, in a complex and changing environment.
2. High level computing skills in database and system applications involving specialised analytical tasks, including significant technical knowledge of administration duties associated with database management systems.
3. Highly-developed written and oral communication skills, including conflict resolution skills, and the demonstrated ability to work effectively both independently and as a member of a team.
4. Proven ability to provide project advice, administrative experience and support to staff and managers at all levels, including demonstrated ability to interact and negotiate effectively with a wide range of internal and external stakeholders,
5. High level conceptual and analytical skills, including applying judgement, initiative and problem-solving abilities to identify, advise and develop solution and alternative approaches to meet the service delivery objectives.

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](#).